

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, January 28, 2002**

APPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:05 pm.

B ROLL CALL

Members Present:

Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan, Armando Gomez, Carmen Montano (7:08 pm), Sonny Wang (7:15 pm)

Alternates Present:

Titus Cascaro, Marilyn Hay

Member Absent:

None

County Staff Present:

Julie Farnsworth, Deputy County Librarian
Linda Arbaugh, Community Librarian

City Staff Present:

Lynette Wilson, Recreation Program Coordinator

City Council Present:

Patricia Dixon, Councilmember

C. SEATING OF ALTERNATES

Alternates Seated: None.

D. APPROVAL OF MINUTES:

MOTION to approve the Minutes for November 19, 2001 with the correction of dates to Approval of Minutes and change "on" to "for" under the Community Librarian's Report in regards to the speed bump. M/S Gomez/Davis. Unanimous.

E. ANNOUNCEMENTS/COORESPONDENCE:

None.

F. CITIZENS FORUM:

Milo Larson, 115 Bixby Dr., voiced concern to the Commission about books in the Milpitas library missing pages. Mr. Larson suggested the library provide free photocopies of pages and to better educate patrons use of the photocopier.

The Commission requested the item of interworkings of the library, replacement factors due to vandalism and how other libraries handle vandalism be agendized at the next meeting.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda with the following change: November 19, 2001 changed to January 28, 2002. M/S Aaolin/Fan Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cynthia Maxwell, Principal Administrative Analyst, updated the Commission on the Library Building Project. Ms. Maxell informed the Commission that the consultants were in the process of processing the information received via the recent Community Needs Assessment surveys and interviews. Surveys received included 124 User Surveys at the library, 300 Phone Surveys and 138 On-Line Survey.

Ms. Maxwell reported the preliminary findings of priorities from the interviews and public meeting included youth oriented programs and a strong support for quiet adult spaces. Topics that were also important included incorporating technology in the new facility, offer more materials for non-native English speakers, more parking and adequate building space to run programs.

Ms. Maxwell also mentioned there was not much input in the interviews in regards to library's hours of operation, but the library staff did receive high ratings. On the subject of providing Arts programs at the library, Ms. Maxwell stated there was support for exhibit space, but not for a dedicated performing area. There was more of a need for multifunctional meeting space. Ms. Maxwell expected the consultants to have a draft of findings available for review by Commissions around the end of February.

Commissioner Stephens asked how many survey responses were from non-native English speakers. Ms. Maxwell responded that data was not collected on that subject.

Commissioner Aoalin asked what languages were used to conduct the phone survey. Ms. Maxwell responded Cantonese, Vietnamese, Tagalog, and Koren. She added Hindi was not identified as a public information language.

Commissioner Montano asked if the public was satisfied with the library's hours of operation and how did the consultant see them. Ms. Maxwell responded that the information received from the consultants was preliminary at the current time. The data collected may confirm longer hours or a change in hours are needed.

Commissioner Hay stated it would be advantageous to poll high school students for library hours. Ms. Maxwell responded it could possibly be done along with public input at public meetings. She said she would notify schools of the upcoming public meetings.

Commissioner Gomez asked what the next step is in the process. Ms. Maxwell stated it is identifying priorities. She added the consultants would use the information for the building's programs (size and components of the programs).

Commissioner Cascaro questioned why the City was hiring several consultants for projects when there are professionals in the community who would be interested in volunteering or City staff who could do the work. Ms. Maxwell responded that there may be people in the community who could do it. The City conducts a qualification process to look at work quality and experience of previous projects from those interested. She said the City would consider Milpitas based consultants.

Mr. Cascaro also voiced his opinion of the Library Needs Assessment Public meeting. He believed the questions/issues were superficial at the forum. He also believed the ethnicity of those at the meeting was not relevant. He thought the questions at the meetings should have pertained more to the budget, time frame and fundraising for the new library.

Council member Dixon replied the Library Advisory Commission's role was to advise City Council with suggestions and not to direct City Council. She stated the consultant group was brought in to gather information. Nothing is in concrete by City Council as to any funds for the new library. Santa Clara County's Joint Powers Authority (JPA) has \$650,000 available in soft costs for the project.

Commissioner Stephens asked about the length of the assessment process. Ms. Maxwell responded that City Council should be able to review it in late spring or early summer.

Commissioner Fan stated the size of the new library should be determined before a budget is determined. Ms. Maxwell responded that the Needs Assessment will address information for specific needs and wants in the building when it goes to City Council.

Ms. Maxwell also mentioned there are three application deadlines for the Library Bond Act Grant (Proposition 14). There are over 200 identified library projects within California in excess of \$1 billion, of which only \$350 million is available through the grant. Ms. Maxwell stated the City would consider applying in the second round since the application is large and requires extensive research.

I. NEW BUSINESS

1.1 Library Subcommittee Update

The update was included in the Library Building Project Update.

1.2 Election of Officers

According to the Library Advisory Commission Bylaws, Commission is required to elect a Chairperson and Vice-Chairperson each January for a one-year term.

Commissioner Stephens opened the floor to nominations for the Chair. Commissioner Davis nominated Commissioner Stephens. There were no other nominations and the floor was closed.

Motion to elect Commissioner Stephens as Chair. M/S Davis/Gomez.
Unanimous.

Commissioner Stephens opened the floor to nominations for the Vice-Chair. Commissioner Fan nominated Commissioner Davis. There were no other nominations and the floor was closed.

Motion to elect Commissioner Davis as Vice-Chair. M/S Fan/Stephens.
Unanimous.

1.3 Review of Bylaws

Gail Blalock, City Clerk, presented a review to the Library Advisory Commission of proposed Bylaw revisions. The proposed revisions include actions taken by the City Council in 2001 as to size of commission, alternate members, corrections to typographical errors and to streamline the Bylaws so they are consistent with other Council appointed commissions. Ms. Blalock advised the Commission that they could also make recommendations for changes, but would be subject to review by City Attorney and City Council approval.

In the presentation, Ms. Blalock highlighted the changes to the Commission, which included:

- Membership: from five members to seven members and two alternates, all of which are required to be Milpitas residents
- Term of Office: Two-year terms and review by City Council for members who have three or more absences in a 12-month period. Members desiring reappointment shall submit a letter of interest to the Mayor 30 days prior to term expiration. Members wishing to resign shall also submit a letter of resignation to the Mayor.
- Officers: Members with seniority shall stand in for Chair/Vice-Chair in case of their absence.
- Quorum: Four members constitute a quorum to conduct business.
- Voting: Authority is extended to seven members. Alternates may only vote if seated in the absence of a regular member. Seating of alternate is conducted by order of their alternate position. Seated alternates remain seated even if regular members arrive after seating has taken place.
- Duties of Committee to be Advisory Only: Commission is an advisory body to the City Council.
- Assistance to Staff: The actual classification or title of a person is

replaced by "the staff member designated by the City Manager" to attend meetings of the Library Advisory Commission and submit reports as the Commission request and deemed necessary by the City Council.

Commissioners discussed the possibility of having Officers serve two-year terms to match the same length of Term of Office.

Motion to have Library Advisory Commission Chair and Vice-Chair serve two-year term. M/S Davis Fan.

Commissioner Stephens opened the floor for discussion. Commissioner Gomez recommended keeping the terms at one year in length. The discussion was closed.

Commission voted on the motion.

Ayes: (5) Stephens, Davis, Aoalin, Fan, Wang

Nayes: (2) Gomez, Montano.

Ms. Blalock stated that should City Attorney and City Council approve this change, it would take affect in January 2003.

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens informed the Commission that the Book Sale income for last April was \$4,000.00, and the October Book Sale brought in an additional \$4,343.25 for a total of \$8,343.25 for the year. Ms. Stephens also reported the on-going year-round book sale brought in \$12,177.91 for the year.

Commissioner Stephens stated the Library staff presented the Friends of the Library a "wish list" which included more CD Browser storage drawers, funding for program speakers, books for the book discussion group, generic office supplies, book mending supplies, slat walls for displays and funding for disposable cameras and film developing

Commissioner Davis commended Commissioner Stephens for her work on making the book sales successful.

2. County Librarian Report

Julie Farnsworth, Deputy County Librarian, announced the Joint Powers Authority (JPA) would be discussing financial matters and a five-year financial plan. She also reported the County Library System has had an increase in users. Milpitas has experienced a 30% increase over the year while other cities have increased 25%.

Ms. Farnsworth also reported the County has received the new Self-Check machines that will assist in shorter lines for checking out materials. Milpitas' machines have been active for approximately two weeks.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported the parking lot cut through to the Community Center is now open and the remainder of the parking lot construction should take a few more months.

Ms. Arbaugh announced the upcoming programs at the library include a puppet show celebrating "National Dental Month" in February and a Meet the Author event with "Remembering Diana" author Susan Maxwell Skinner who was in Princess Diana's Press Corps. She reported the County began staff massages through its wellness program.

Ms. Arbaugh reported Milpitas Fire Department would conduct training on emergency procedures with the Library staff next month.

Ms. Arbaugh also announced she was working with the Friends of the Library to collect signatures for property tax revenues through the ERAF legislation.

4. City Council Report

Councilmember Dixon reported City Council recently agreed to renew the Ecopass program for Commissioners and staff. She announced the Council would soon conduct interviews on the five applicants for the Planning Commission. The Planning Commission would also be holding a Public Hearing for the Midtown Plan on January 30, 2002. Ms. Dixon reminded Commissioners of the City's Commissioners Recognition Dinner on January 31 at the Embassy Suites.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, announced registration for spring programs began January 9 and several classes have filled. She also mentioned the Fishing In The City event would be held on February 24 at Ed Levin Park and registration was full.

6. Future Agenda Items

Development of Work Plan

K ADJOURNMENT:

MOTION to adjourn to meeting at 9:12 pm. M/S Davis/Montano.
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, March 18, 2002**

UNAPPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:05 pm.

B. ROLL CALL

Members Present:

Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan,
Armando Gomez, Carmen Montano, Sonny Wang

Alternates Present:

Marilyn Hay

Member Absent:

Titus Cascaro

County Staff Present:

Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff Present:

Lynette Wilson, Recreation Program Coordinator
Cynthia Maxwell, Principal Administrative Analyst

City Council Present:

Patricia Dixon, Councilmember

C. SEATING OF ALTERNATES

Alternates Seated: None.

D. APPROVAL OF MINUTES:

MOTION to approve the minutes for January 28, 2002 with the two corrections as to the spelling of Commissioner Hay's name under Library Building Update and delete the word "missing" in the Citizen's Forum section. M/S Davis/Fan. Unanimous.

E. ANNOUNCEMENTS/COORESPONDENCE:

None.

F. CITIZENS FORUM:

None.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for March 18, 2002. M/S Davis/Montano
Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cynthia Maxwell, Principal Administrative Analyst, reminded the Commission the research through surveys, interviews and public meeting finished in January 2002. Since then the consultants (Arroyo Associates) has been formatting the information for City staff's review. Ms. Maxwell said the consultant's key staff member relocated and the replacement staff has been slow at getting the drafts to her. Ms. Maxwell expects a draft available for Commission and public review in early May.

Commissioners asked about the next steps in the process. In response Ms. Maxwell stated City staff would review the report prior to review by commissioners and the public. Once reviewed and commissioner and public comments addressed, the report would be sent to City Council. Once the report is accepted by City Council, the process would include developing a building program, budget and building design.

Councilmember Dixon added that the footprint of the library was incorporated in the Civic Center.

Commissioner Stephens asked what languages the report would be available in for review. Ms. Maxwell responded that although other languages were utilized during the phone surveys, the final report would only be printed in English.

I. NEW BUSINESS

1.1 Report of Inter-workings of Library for Media Replacements

The Commission requested this item in response to Mr. Milo Larson's comments during the Citizen's Forum at the January 28, 2002, Library Advisory Commission meeting. Mr. Larson voiced concern about missing pages in library books. He also recommended allowing free photocopies at the library to reduce the possibility of future missing pages.

Linda Arbaugh, Milpitas Community Librarian, reported the Milpitas library does not have funds in its budget specifically for repairing vandalized materials. She added her staff has reported the rate of missing pages is low in books. In magazines, missing pages are more common but it is unknown whether it is due to vandalism or usual use. Currently, library staff has three options for books with missing pages:

- 1) Repair by replacing missing pages copied from another book.
- 2) Replace book if still in print
- 3) If out of print, discard the book and replace it with a similar book

Ms. Arbaugh stated she placed the question of free photocopies at libraries through a List Serve and received 8 responses. Two of the responses stated at one point they offered free copies but stopped the services. Other responses stated they provided free copies for reference materials only or they provided a copy card that allowed 10 free copies

In a separate research project, Ms. Arbaugh informed the Commission that the Milpitas library charges \$0.10 per copy, but actually loses \$0.03 per copy when factoring in the copier lease, toner and paper. She stated there are some methods, such as the Smart Card and Tellus, which could provide the copies of pages, but would require copier machines that could accommodate the cards. Currently the Milpitas library does not have copiers that can accommodate this technology.

Ms. Dixon asked the information on the Smart Card and Tellus be forwarded to Ms. Maxwell and the Commission in order for it to be incorporated into the new Library.

Commissioner Fan asked if there were any statistics on vandalism. Ms. Arbaugh replied Library staff has not tracked it in the past, but the rate is low.

Commissioner Montano stated that since free photocopies are not cost effective, she supports Ms. Arbaugh in not recommending the Milpitas Library offering it at this point.

Commissioner Davis questioned copy-write infringements with photocopying pages and if the library would be liable. Ms. Fuller responded it is up to the library patrons to police themselves and the Library is not responsible to enforce copy-written materials. She added that signs are posted at the photocopiers concerning this matter.

1.2 Development of Library Advisory Commission Work Plan

Commissioner Gomez began the discussion by clarifying this item for the Commission to talk about its goals for the next year. In the next year, the Commission would be able to evaluate its progress on the goals and workscope.

Lynette Wilson, Recreation Services Coordinator, reminded the Commission that its role is that of an advisory body for City Council on Library issues and all goals, objectives would need to be approved by City Council. She added that historically the Commission has been reactive vs. proactive.

Councilmember Dixon stated the Commission can do a work plan but it would still need to be approved by City Council prior to action taken. She added the Library Advisory Commission will be more involved with the new building design and programs held at the library.

Commissioners discussed promoting the Friends of the Library and book sales, including forming subcommittees and promoting it at local businesses.

Susan Fuller, County Librarian, informed the Commission of commissions in other cities that built a base of supporters for new buildings and voting on Measures.

Commissioner Stephens asked Ms. Arbaugh what direction she envisioned the Commission heading towards. Ms. Arbaugh replied the Commission could also build a base of library supporters so when it is time to act, the supporters are ready.

Ms. Dixon added the Commission could come up with a buzzword or theme to get the community excited. This is similar to the Milpitas Alliance for the Arts' "Get an Artitude in Milpitas" theme.

Commissioner Montano proposed the Commission begin small and build up as it gets closer to building the new library.

MOTION to form a subcommittee to research other cities Library Advisory Commissions as to their duties, tasks, goals and objectives, and how they promote them. M/S: Gomes/Davis. Unanimous.

MOTION for the subcommittee to consist of Commissioners Gomez and Aolin. M/S: Davis/Montano. Unanimous.

Ms. Arbaugh stated she would assist the subcommittee.

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens informed the Commission that the Friends of the Library's ongoing book sale in the library brought in approximately \$800.00 during the past month. She added the next major Book Sale would be held Friday-Sunday, April 26-28, 2002.

Commissioner Fan asked how many members are in the Friends of the Library and how recruitment is done. Ms. Stephens responded there are approximately 200 members but only a few are involved in the book sales. Recruitment is done primarily through word of mouth. The Friends of the Library is currently working on their promotions.

2. County Librarian Report

Susan Fuller, County Librarian, announced she would be showing a short videotape on the literacy program at the May 20, 2002 meeting.

She reported the Joint Powers Authority (JPA) met in February and had a review of how board members can act during election times. She relayed there are several laws pertaining to staff, advisory board members and council members concerning their actions during campaign times and how legal problems can evolve should infringements of the laws occur. Ms. Fuller also announced the JPA would meet on April 25, 2002, to review their budget for their Fiscal Year 2002-03 and vote on it in June 2002.

Also the County would hold a public meeting on Thursday, March 21, 2002, about a joint partnership project with the City of San Jose for a new library in the Alum Rock area.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported the library had a leak during the weekend's rain and was repaired. She also reported the

library is now fully staffed with the hiring of a half time Children's Librarian and three new Page positions. The library's circulation is up 19.7% from last year and is projected to be 1.6 million for this year. She also mentioned the library's budget is expected to be increased \$60,000-70,000 for next year.

Ms. Arbaugh stated the two self check-out machines are working, although they were out of service on this day. At this point only 7% of the materials checked out are with the check-out machines.

She also mentioned 45 people attended the Meet the Author event held on February 7, 2002, for the author of "Remembering Diana."

Ms. Arbaugh reported that the library and Friends of the Library collected over 500 signatures on a petition to go to Governor Davis to keep local taxes within the community rather than to the State.

Councilmember Dixon stated the Milpitas City Council has already sent a letter in support of local taxes staying in the community.

Finally, Ms. Arbaugh stated there is a possibility the library could receive an additional checkout machine next year. She mentioned library staff currently has the machines in the Children's section to promote use, but machines may be placed at the entrance when the new library is built. Library staff is currently working on re-bar coding all library materials to be read by the new machines.

4. City Council Report

Councilmember Dixon reported Milpitas residents were notified of a public meeting to voice their concerns of the renovation of Milpitas High School's fields.

Ms. Dixon announced the Milpitas City Council would receive the Midtown Plan at its March 19, 2002 meeting. The Midtown Plan has been in the works for three years. She also announced the City Council would receive the Child Care Task Force's Master Plan on April 2, 2002. The Child Care Master Plan has also been three years in the planning.

The City Hall project is progressing. At this point, the building is watertight. The pond element of the project is scaled back from the original size due to budget reasons and the future renovation of the Library building. The pond will include a water fall wall, approximately 96 feet long, with water spouts that form a sheet of cascading water. The target date of City Hall opening is September 2002.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, announced the planning of summer programs was in process. She also announced some upcoming events taking place:

- Milpitas Community Concert Band's Spring Concert on March 22, 2002, at 8:00 pm, at the Community Center
- Arbor Day Celebration, April 20, 2002, at Cardoza Park
- Global Village Multicultural Faire on May 18, 2002, at Cardoza Park
- Memorial Day Ceremony on May 27, 2002
- July 4th Parade on July 4, 2002, and distributed entry applications

6. Future Agenda Items

Letter from Commission to the Governor of California in support of local taxes staying in the community.

K. ADJOURNMENT:

MOTION to adjourn to meeting at 8:20 pm. M/S Davis/Montano.
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, May 20, 2002**

UNAPPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:00 pm.

B. ROLL CALL

Members Present:

Margie Stephens, Trinidad Aolin, Diane Davis, Sen Fan,
Armando Gomez, Carmen Montano (7:06 pm)

Alternates Present:

Titus Cascaro, Marilyn Hay

Member Absent:

Sonny Wang

County Staff Present:

Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff Present:

Lynette Wilson, Recreation Program Coordinator
Cynthia Maxwell, Principal Administrative Analyst

City Council Present:

Patricia Dixon, Councilmember

C. SEATING OF ALTERNATES

Alternates Seated: Titus Cascaro and Marilyn Hay.

D. APPROVAL OF MINUTES:

MOTION to approve the minutes for March 18, 2002 with the following corrections: Item 1.1 under New Business change "copy-write" and "copy-written" to "copyright" and "copywritten" and under the Community Librarian Report change all "library material" to "media material." M/S Davis/Aolin. Unanimous.

E. ANNOUNCEMENTS/COORESPONDENCE:

Commissioner Aolin invited everyone to attend the Fil-Am Festival on June 1, 2002, at the Milpitas Community Center, which is made possible,

in part, by a grant from the City of Milpitas.

F. CITIZENS FORUM:

None.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for May 20, 2002. M/S Davis/Gomez
Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cynthia Maxwell, Principal Administrative Analyst, distributed a memo about the library assessment status. She stated she expects to get a new draft from the consultants in June, 2002. Available funding to date for the project is estimated at \$7 million. Commissioner Stephens asked about the revenue from the Transient Occupancy Tax (T.O.T.). Councilmember Dixon stated revenue is down but not too bad.

Commissioner Stephens questioned about the budget for the new building. Commissioner Hay suggested getting donations from hi-tech firms as Milpitas High School did. Commissioner Hay questioned what would happen to the existing library during construction. Councilmember Dixon stated that nothing has been discussed yet.

I. NEW BUSINESS

1.1 Letter of Support for Local Taxes

Susan Fuller, County Librarian, suggested having staff draft a letter from the Library Advisory Commission in support of local taxes staying local. She added Linda Arbaugh could add information relevant to Milpitas, Chairperson Stephens could sign it on behalf of the Commission and send it to John Dutra, Liz Figueroa and Governor Davis.

MOTION to have Ms. Arbaugh draft a letter, have the commission to review by e-mail and Ms. Stephens sign it. M/S: Davis/Hay. Unanimous.

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Hay reported the April 3-day book sale brought in \$5,056.77, which is the most ever grossed. In addition, \$325 was received for new Friends of the Library memberships. She added that books left over after the sale were going to be boxed up and donated to another group who would send them to the Philippines. There is currently \$32,000 in the bank for the Friends of the Library.

2. County Librarian Report

Ms. Fuller stated she was worried about the proposed state budget. The proposed Public library fund would receive a 47% cut which amounts to about \$350,000.

Ms. Fuller also reported the Joint Powers Authority would meet in June, 2002, to approve their Fiscal Year 2002-03 budget. She added the County Library system's computer system would be updated to a new kind of system this coming year. The new system would include smaller screens that staff could manage easier.

Ms. Fuller showed a short video to the Commission about the Adult Literacy Program. Ms. Dixon suggesting getting a copy to be shown on the Milpitas Cable Station.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported the library carpets and windows were recently cleaned, the Milpitas library had 1.6 million books in circulation this year and clerical staff from other libraries has been hired. She added that two additional self-check machines are will be purchased during the FY 2002-03, pending the state budget, for a total of four. Ms. Arbaugh stated that 6-7% of library patrons checking out books are using the self-check machines. The machines will be moved to a more visible location, with the hope of increasing their use.

Ms. Arbaugh reported the Friends of the Library sponsored a Vietnamese music program at the library on May 4, 2002. She added the Milpitas Library would be closed May 26-27, 2002, in honor of Memorial Day.

4. City Council Report

Councilmember Dixon reported there would be a parcel tax presentation at the May 21, 2002, City Council Meeting and the budget hearings are on Wednesday, May 22, 2002.

Ms. Dixon stated the City Hall project is progressing. The finishing work inside is being done along with the pond area in the front and back. September is the expected move in date and the committee for the grand opening has being formed.

She added the Milpitas Global Village and the re-dedication of Augustine Park were both successful. Plans are close to completion for the dog park, which will be located outside of Ed Levin County Park.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, distributed the updated directory of Commission members. She announced the following events would be taking place:

- Memorial Day Ceremony will be held at the Police Department on May 27, 2002.
- The first summer concert will be held at Murphy Park on June 25, 2002.
- Parade, Pool Party, and Fireworks will be held on July 4, 2002

The Milpitas Senior Center has been closed for renovation and programs have been moved to the Sal Crocalice Building.

6. Future Agenda Items

Pat Lawson-North will be at the next meeting. A Draft of the Community

needs assessment will be done.

K. ADJOURNMENT:

MOTION to adjourn to meeting at 8:25 pm. M/S Davis/Gomez.
Unanimous.

Respectfully Submitted,
Lisa Ciardella

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, July 15, 2002**

UNAPPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:05 pm.

B. ROLL CALL

Members Present:

Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan,
Armando Gomez, Sonny Wang

Alternates Present:

Titus Cascaro, Marilyn Hay

Member Absent:

Carmen Montano

County Staff Present:

Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff Present:

Lynette Wilson, Recreation Program Coordinator
Lisa Ciardella, Recording Secretary
Cynthia Maxwell, Principal Administrative Analyst

City Council Present:

Patricia Dixon, Councilmember

C. SEATING OF ALTERNATES

Alternates Seated: Titus Cascaro

D. APPROVAL OF MINUTES:

MOTION to approve the minutes for May 20, 2002 with the following corrections: Item H. 1.1 in the last sentence change "bad" to "badly". Item J. 4 in the last sentence change "has" to "is". Item 5. Correct spelling of "Crocalice" to "Cracolice". Item J. 5 Add Ms. Wilson requested that the five members whose terms will be expiring submit letters to the City Clerk's office requesting their re-appointment. M/S Davis/Trinidad. Unanimous.

E. ANNOUNCEMENTS/COORESPONDENCE:

NA

F. CITIZENS FORUM:

None.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for July 15, 2002. M/S Davis/Fan
Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Principal Administrative Analyst, presented the Commission with an overview of the background and findings of the Library Needs Assessment report. Commissioners received a copy of the report draft prior to the meeting for their own review. Following the review, Ms. Maxwell asked the Commission for comments or questions concerning the report.

Commissioner Hay commented that at one point a section concerning a Homework Center referred to Appendix H, but there was no Appendix H.

Commissioner Stephens suggested having a glossary for acronyms.

Commissioner Fan questioned why Filipino was not included in the Asian ethnic category and the use of Cantonese instead of Mandarin was used in Milpitas. Ms. Maxwell stated the Federal government sets the ethnic classifications to be used.

Commissioner Stephens also commented that clarification was needed on page 8 of Appendix D to show it was continued from page 3.

The Commission asked Linda Arbaugh, Community Librarian, if the report had any surprises in its findings. Ms. Arbaugh and Susan Fuller, County Librarian, replied that although Milpitas was compared to stand alone libraries (Milpitas being a branch in the Santa Clara Library System), they were not surprised of the results. The findings only affirmed what they already knew.

Following these comments, Ms. Maxwell asked the Commission for input concerning the Optional Spaces referenced in the report. The Commission discussed the various types of spaces and their uses, including the Friends of the Library, refreshments, public meeting space, storytelling, History room, performance/art exhibit space, group study area, homework and computer centers. Following this discussion, Ms. Maxwell requested the Commission to rank the Optional Spaces in order of Most Important (A), Nice to Have (B) and Least Important (C). The ranking is as follows:

A:
Storytelling
Study Areas
Homework Center
Friends of the Library

B:
Literacy Services
Public Meeting Rooms
Computer Center

C:
History Room
Performance Space
Art Exhibit Space
Refreshments

I. NEW BUSINESS

1.1 Presentation on Vision Literacy

Ms. Lawson-North stated that currently 23% of the residents in the surrounding counties have less than a high school education, 29% have some college education, 20% have college degrees and 26% have completed graduate school. The Vision Literacy program services approximately 2,000 people each year with a family literacy program in Milpitas and Gilroy, programs at Elmwood County Jail in Milpitas and two health literacy centers in Gilroy and Valley Medical Center in San Jose, which also offers a Translation service. The literacy program trains volunteers to teach people to read. Volunteer tutors must commit to a minimum of two hours per week for 6 months. On average, tutors stay approximately two years, while those being tutored are in the program for approximately 18 months. Ms. Lawson-North stated the program's website address as www.visionliteracy.org.

1.2 City Hall Grand Opening Volunteer Opportunities

Lynette Wilson, Recreation Services Coordinator, stated the City is seeking for commissioners to volunteer to serve as assistants at the City Hall Grand Opening on Sunday, October 20, 2002.

Commissioners Cascara, Stephens, Hay, Aocalin and Davis volunteered to assist.

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens announced the next meeting is scheduled for September 26, 2002 at 7:00 pm. The Friends of the Library received a "Thank You" note from the Book Mobile program for donated books.

2. County Librarian Report

Susan Fuller, County Librarian, reported that the State of California has not yet passed the budget. Ms. Fuller also announced she is retiring and her last meeting with the commission will be in September.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported that a car recently crashed into the library's main entrance and the temporary "push" styled doors will soon be replaced with sliding. She stated the library is fully staffed, including a half-time Children's Librarian. Milpitas'

circulation was 1.7 million last fiscal year, which was a 22% increase from the previous year. Ms. Arbaugh announced the library will have a "Growing up Asian" exhibit during the month of August.

4. City Council Report

Councilmember Dixon reported that Relay for Life was held in June and \$50,000 was raised. She also stated that Safeway will be the major tenant in the Town Center and will be located at the current movie theatre site.

5. City Staff Report

Lynette Wilson, Recreation Services Coordinator, reported that the City of Milpitas hosted the Fourth of July Festivities with 700+ people participating in the Parade with an additional 1,000+ people watching along Main Street parade route. The Ground Fireworks display was held at the Milpitas Sports Center and about 8,000 viewed them from the football field, Cardoza Park and neighboring streets. Ms. Wilson also announced three upcoming summer concerts (July 23rd and August 6th, at Murphy Park and the Teen Concert on August 13th at the Milpitas Teen Center).

6. Future Agenda Items

None

K. ADJOURNMENT:

MOTION to adjourn to meeting at 9:16 pm. M/S Gomez/Aoalin.
Unanimous.

Respectfully Submitted,
Lisa Ciardella

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, September 16, 2002

UNAPPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:00 pm.

B. ROLL CALL

Members Present: Margie Stephens, Trinidad Aoalin, Sen Fan, Armando Gomez, Carmen Montano

Alternates Present: Titus Cascaro, Marilyn Hay

Member Absent: Diane Davis, Sonny Wang

County Staff Present: Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff Present: Lynette Wilson, Recreation Program Coordinator
Cynthia Maxwell, Principal Administrative Analyst

City Council Present: Patricia Dixon, Councilmember

C. SEATING OF ALTERNATES

Alternates Seated: Titus Cascaro, Marilyn Hay

D. APPROVAL OF MINUTES:

MOTION to approve the minutes for September 16, 2002 with the following corrections: Item I. 1.1 correct spelling of Commissioner Cascaro's name. Item J 1, change Commissioner Stephens to Commissioner Hay. M/S Hay/Gomez. Unanimous with Commissioner Montano abstaining.

E. ANNOUNCEMENTS/COORESPONDENCE:

Commissioner Moshin, Community Advisory Commissioner, invited those in attendance to attend the CAC's second annual Town Hall Meeting on Thursday, October 3, 3002, at the Milpitas Community Center at 7:00 pm.

Commissioner Paul Hay, Planning Commissioner, announced the opening ceremony for the eastbound Hwy 237 and northbound I-880 Connector on Friday, September 20, 2002, at 10:00 am. The event will take place behind the Good Guys store at McCarthy Ranch.

F. CITIZENS FORUM:

None.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for July 15, 2002, with the addition as requested by Commissioner Hay of a status report from the Library Commission Work Plan Subcommittee as Item 1.2 under Old Business. M/S Hay/Gomez. Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Principal Administrative Analyst, stated the Library Subcommittee reviewed the draft Needs Assessment and recommendations from the Library Advisory Commission at its July 30, 2002, meeting. The Subcommittee made recommendations to City Council incorporating recommendations from the Library Advisory Commission and space needs from the Library District staff. City staff was requested to research additional information on a Homework Room and staff needs.

On August 20, 2002, City Council approved the draft Needs Assessment with the basic space allocation recommended by the Library Subcommittee and with additional space for arts. The City Council also voted to consider adding additional options spaces per recommendations from the Library Subcommittee, confirm staffing with Library District and authorize beginning the Building Program process. City Council also discussed staffing, planning for future expansion, space for arts and literacy programs.

Ms. Maxwell added the Library Subcommittee would receive drafts of the Building Program documents and schedules at its meeting next week. The Building Program will outline the building and equipment space needs. Later in the planning process, the Subcommittee will discuss design preparation, funding and relocation plans. Staff will also begin presenting the Subcommittee a "Library of the Month" that will feature information about a library and what the library staff like and do not like about their facility.

Paul Hay asked what the tentative square footage of the new library and if it would be one or two stories. Ms. Maxwell responded the basic footage is over 48,000-sq. ft. and that will increase once optional space is included. It is unknown at this point the number of stories due to the parking needs. Councilmember Dixon added the City is currently talking with Shapell Industries about offsite parking.

Commissioner Montano questioned why the Subcommittee used A and B priorities and not A, B and C priorities as the Library Advisory Commission had, and that priorities should be based on service needs and not space since spaces can be mixed-use. Ms. Maxwell responded that the Subcommittee narrowed the priorities and combined some areas. The top priorities remained with spaces for Storytelling, Friends of the Library, and Homework Center (combined with Computer Center), and that some areas could be mixed-use if planned correctly.

Commissioner Hay questioned if the underground parking at City Hall would be open to library users. Ms. Dixon responded that the underground parking would be designated for City vehicles and City staff, which would open space ground level parking spaces for library patrons.

Commissioner Montano questioned when the LAC would be involved with the design plan. Ms. Maxwell replied it would not be for up to a year and ultimately determined by the City Council.

1.2 Work Plan Status Report from Subcommittee

At the Library Advisory Commission on March 18, 2002, the Commission formed a Subcommittee to research other cities Library Advisory Commissions as to their duties, tasks, goals and objectives and how they promote them. Commissioners Gomez and Aoalin were voted as the subcommittee. At the request of Commissioner Hay, this item was added to the agenda.

Commissioner Gomez stated he has contacted some Library commissions in other cities. He stated that those who he has talked to have not had any goals and objectives.

Councilmember Dixon requested the Work Plan Subcommittee submit a formalized report to the Commission at its next meeting.

I. NEW BUSINESS

1.1 None

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Hay reported the next Friends of the Library meeting would be held at 7:00 pm, September 26, 2002, at the Milpitas Library. She also mentioned the Friends of the Library might be handing out a flyer to children during the International Walk to School Day on October 2, 2002, concerning its upcoming Book Sale. The Book Sale will be held Friday-Sunday, October 4-6, 2002, at the Library. Friday is open to members only during the hours of 7:00-9:00 pm, Saturday hours are 10:00 am-4:00 pm and Sunday hours are 12:00-3:00 pm. Friends of the Library are always seeking volunteers to assist with the Book Sale.

2. County Librarian Report

Susan Fuller, County Librarian, reported the State of California passed its budget and the Santa Clara Library system lost approximately \$300,000, which was predicted. Half of the loss has been accommodated by the budget passed by the Joint Powers Authority in June, 2002. The JPA will also be meeting in October to reconcile its books and end of year financial matters. Ms. Fuller also stated there has been a lot of discussion on putting Proposition 14 (Bond Issue) back on the 2004 Ballot.

Ms. Fuller announced the County Library is starting a new program in conjunction with the Rotary Club in Morgan Hill at the Morgan Hill James Ranch for teenage boys. This outreach program will try to bring books and other reading materials that are appropriate and of interest for those who stay at the Ranch. It is possible that the Vision Literacy program could train tutors to work with the teenagers at the Ranch.

Councilmember Dixon stated that Morgan Hill has been doing a lot with its Redevelopment funds. Ms. Fuller responded that at this point Morgan Hill has been doing matching funds for its library.

Ms. Fuller also reported the status of the recruitment process for her replacement. The nationwide search would soon be closed and interviews will be held in October. The appointment will be made in late November.

Ms. Dixon thanked Ms. Fuller for all her assistance and positive working relationships over the years while serving Milpitas.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported the library was power-washed and painted last week and the carpets were recently cleaned. She also stated the staffing was increased for the summer months with additional pages (staff members) but it is back to normal staffing levels at this time. Circulation continues to rise with an increase of 17.7% over the previous time last year, which coincides with a 17.7% increase of new patrons receiving library cards. Ms. Arbaugh stated that DVDs were the most popular item in the library with 2,700 in stock and almost all checked out. The library will soon be placing a limit of five DVD at a time per card.

Ms. Arbaugh also announced some upcoming library events. Author Laurie King will attend the September 25, 2002, Book Group meeting for members to ask questions concerning her book "Folly." Audrey Lynch will be in attendance on Saturday, October 19, 2002, for a slide presentation on "Remembering Steinbeck." In addition, the current "Grown Up Asian" exhibit will be on display through September.

Commissioner Hay questioned if there is funding for the additional Page positions during the school year. Ms. Arbaugh stated there is not.

4. City Council Report

Councilmember Dixon distributed copies of the City Hall Newsletters concerning construction updates for the Commission's review. She also reported some news in the Community concerning the Cities of San Jose and Sunnyvale's new City Halls. San Jose announced they will do away with any public oversight on its new City Hall and the City Manager will be able to award the project without any City Council vote. She stated Sunnyvale met with an architect firm and was informed it would cost \$69

million to refurbish and expand its current building. It would cost \$109 million to tear down and reconstruct on the same site, and \$91 million for a new building constructed at a site.

Ms. Dixon also gave the Commission a review of the City Hall project. She stated the process began in 1991 because the building was in poor shape and not ADA accessible. The City contracted with a firm who estimated it would cost approximately \$750,000 to refurbish the building. Another estimate stated it would cost a minimum of \$2.4 million to refurbish. In 1992, another estimate of \$5.1-\$5.3 million to refurbish was given, and a space assessment showed that only 59% of the building's space was efficient. In 1995, City Council reaffirmed to replace the City Hall building. Funding began in 1996 with funding in the Capital Improvements budget. In 1999, City Council accepted the Space Needs Analysis of \$30 million dollars. In November of that same year, interviews with architect firms were conducted for designs. An independent review affirmed that \$30 million was appropriate for the project. In June, 2000, City Council added \$5.9 million to the project. To date, the new building will cost \$38 million from beginning to end. Ms. Dixon gave recognition to the City staff working on the City Hall project for their dedication and hard work with the project. She also mentioned the City would be bringing back a Memorial Bench Program for businesses and public to sponsor a bench at the new City Hall amphitheater area.

Commissioner Hay questioned if there would be a meeting for commissioners volunteering for the Opening Dedication event. Ms. Dixon stated there would be one taking place and information will be sent to those who are volunteering.

Ms. Dixon also mentioned City Commissions, Boards and Committees would soon begin meeting in the new City Hall Commission Room. Since two commissions meet the same night of the month, she suggested the LAC and/or the Telecommunication Commission consider meeting on a different night. Ms. Wilson added she would be in touch with the Telecommunication Commission staff liaison to discuss the matter and follow up with the commissions on alternative days of the month to meet.

5. City Staff Report

Lynette Wilson, Recreation Services Coordinator, announced Kerrilyn Ely is the new Recreation Services Supervisor at the Milpitas Sports Center. Ms. Wilson also announced the City held a Memorial Ceremony for the September 11 event of which approximately 300 people attended. She also mentioned the Recreation Services is currently taking registration for Fall programs that will begin in October, 2002.

6. Future Agenda Items

Report from Work Plan Subcommittee

K ADJOURNMENT:

MOTION to adjourn to meeting at 8:18 pm. M/S Gomez/Hay. Unanimous.

Respectfully Submitted,
Lynette Wilson

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, November 18, 2002

UNAPPROVED MINUTES

- A. Chairperson Stephens called the meeting to order at 7:00 pm.
- B. **ROLL CALL**
Members Present: Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan, Carmen Montano, Sonny Wang

Alternates Present: Titus Cascaro

Member Absent: Armando Gomez, Marilyn Hay,

County Staff Present: Julie Farnsworth, Deputy County Librarian
Linda Arbaugh, Community Librarian

City Staff Present: Lynette Wilson, Recreation Program Coordinator
Cynthia Maxwell, Principal Administrative Analyst
Lisa Ciardella, Recording Secretary

City Council Present: Patricia Dixon, Councilmember
- C. **SEATING OF ALTERNATES**
Alternates Seated: Titus Cascaro
- D. **APPROVAL OF MINUTES:**
MOTION to approve the Minutes for September 16, 2002, as submitted.
M/S Montano/Aoalin. Unanimous with Commissioner Davis abstaining.
- E. **ANNOUNCEMENTS/COORESPONDENCE:**
Commissioner Stephens announced she received a request from a library patron for improvements on the library's computers. The patron requested ergonomically correct keyboards and multilingual browsers.

Lynette Wilson, Recreation Services Program Coordinator, passed out the Eco-Pass Survey and asked that they be submitted to her.

The January meeting of the Library Advisory Commission will be held at City Hall in the Committee Room. The meeting will be held on January 13, 2003, as January 20, 2003, is a City holiday.
- F. **CITIZENS FORUM:**
None.

G. ADOPTION OF AGENDA

MOTION to approve the Agenda for November 18, 2002, as submitted.
M/S Davis/Fan. Unanimous.

H. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Principal Administrative Analyst, stated she received three responses on the Building Program Request for Qualifications (RFQ). She will invite those who submitted the RFQs to submit a Request for Proposal (RFP). The Library Subcommittee will review the proposals and hold interviews in January.

Cindy Maxwell announced at the September meeting that she and Linda Arbaugh, Milpitas Community Librarian, would start visiting some libraries and report back to the Library Subcommittee and Library Advisory Commission. The first library they visited was the Mountain View Library and Ms. Maxwell distributed handouts of their findings. Some of the highlights are:

- 60,000 square feet, which includes 2 floors plus underground parking
- It is owned and operated by the City of Mountain View and was built in 1997 for a total cost of \$22,334,000
- One percent of the total cost was dedicated to Public Art
- It includes seating for 300, a technology area, a Friends of the Library gift shop and sorting space, a community room, conference rooms, two small group study rooms and public convenience center (copies, change machine)
- The second floor designed to minimize noise
- Individual work stations with data ports
- Arts space consists of multiple walls and two display cases for displaying temporary or permanent art and sculpture
- Drive-up “drop-off” box
- Their current collection size is 268,229 with a capacity of 300,000

1.2 Work Plan Status Report from Subcommittee

Ms. Wilson distributed a report emailed to her by Commissioner Gomez for the Commission’s review in his absence. The Commission had questions concerning the report. Commissioner Aoalin stated she had not worked on the report.

Motion to postpone this item to the January meeting. M/S Montano/Wong. Unanimous. Commissioner Aoalin stated she would contact other library commissions for their mission statements and handbooks.

I. NEW BUSINESS

- 1.1** Ms. Wilson announced the City’s Annual Commissioners Recognition Dinner will be held on January 30, 2003, at the Crowne Plaza Hotel. She

circulated around samples of the clock, pen/pencil set and totebag for commissioners to view. The gift selections were as follows:

Totebag: Commissioners Cascaro, Davis and Montano

Pen/Pencil Set: Commissioners Fan and Stephens

Clock: Commissioners Aoalin and Wang

J. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens reported the Friends of the Library continue to have its book sales and are still seeking volunteers to assist with sorting books. She also stated the Friends of the Library is interested in knowing what the library would like purchased with the funds it has raised.

2. County Librarian Report

Julie Farnsworth, Deputy County Librarian, announced Melinda Cervantes has been hired as the new County Librarian. She also reported the Joint Powers Authority (JPA) would hold a special meeting on December 12, 2002, at 1:30 pm, in Campbell. The meeting will focus on ways of funding a new Measure A. The current measure provides \$5 million per year to the County Libraries and will run out in 2005. The new measure will go before the voters in March, 2004. She added the funding for the consultant would be through the County. Once a true measure is defined, a "Friends of Measure" would be required.

3. Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported that an alarm has been placed on the library's southside door due to the new landscaping with the City Hall Project. She announced the library's circulation is up 24.5% for the first quarter of the fiscal year. Also, Audrey Lynch presented a show on John Steinbeck and 26 people attended. The Friends of the Library paid for the event. Ms. Arbaugh also reported that the library's computers would receive hardware and software upgrades by the end of the fiscal year.

4. City Council Report

Councilmember Dixon reported Armando Gomez was currently ahead by 13 votes for the remaining City Council seat. She also stated the election would be certified on December 3, 2002, and the new Mayor and Councilmembers would be sworn in on the same date.

5. City Staff Report

Lynette Wilson, Recreation Services Coordinator, announced Recreation Services would be holding the following events:

- Saturday, November 23, "Strut Your Mutt" at the Milpitas Sports Center to kick off the opening of the new dog park at Ed Levin County Park.
- Friday, November 22, Milpitas Community Concert Band's "From Russia with Love" concert. The Band is celebrating their 10th year

and the concert will include a performance of “Peter and the Wolf” with the assistance of Milpitas High School’s Orchestra Band and Rainbow Theatre.

- Sunday, December 1, the City’s 15th Annual Tree Lighting and Community Sing Along at City Hall.
- Saturday, December 14, Milk and Cookies with Santa at the Community Center at 10:00 am and 1:00 pm.
- Sunday, December 15, the Senior Holiday Dinner and at the Community Center.

Ms. Wilson also announced the Spring Milpitas Connection Magazine would be distributed in the Milpitas Post on January 2, 2003.

6. Future Agenda Items

Election of Officers

Update on Library Project

Report on Redwood City Library

Work Plan Status Report

K ADJOURNMENT:

MOTION to adjourn meeting at 8:35 pm. M/S Davis/Montano. Unanimous.

Respectfully Submitted,
Lisa Ciardella

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, January 22, 2001**

APPROVED MINUTES:

A. The meeting was called to order at 7:02 pm by Chair Robert Keely.

B. ROLL CALL

Members Robert Keely, Margie Stephens,

Present: Diane Davis, Sen Fan, Sonny Wang

County Staff: Susan Fuller, County Librarian
Karen Burnett, Community Library
Staff

City Staff: Lynette Wilson, Recreation Services
Coordinator

City Council: Patricia Dixon

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for November 20, 2000. M/S Fan/Stephens. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

The City has purchased and is distributing Eco Passes for all City Commission, Committee and Board members to allow full access to VTA's Bus and Light Rail Services.

Councilmember Esteves was present to thank the Library Advisory Commission for its assistance on Measures H and I in the recent November election.

Councilmember Esteves also proposed the Commission members to consider enlarging the Library Advisory Commission from five members to seven members and two alternates to ensure a full commission to act on the larger foreseen agendas and major decisions to take place with the future Library Building Project. He requested the Commission consider having this item discussed at a special meeting or to be placed on the next regularly scheduled meeting in March, 2001. The Commission decided to hold a special meeting and would discuss the meeting under New Business.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA:

Motion to approve the Agenda for January 22, 2001. M/S Davis/Wang. Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Overview/Update

City Manager Tom Wilson presented the Commission with an overview of the attachments in their packets concerning the Library Building Project. Mr. Wilson stated the new Milpitas Library would need to meet the needs of the community. He said the City Council was proposing to construct a new facility and move forward on the project. The concept of size would be up to 52,000 square feet in order to serve the community for at least then next 20 years. In the overview, he mentioned the JPA (Santa Clara County's Joint Powers Authority) is responsible for many libraries in the area and the City has a representation on the JPA. He also highlighted the several Parties of Interest listed in the attachments to be included in the initial planning as the Milpitas City Council, City Council Library Subcommittee, Milpitas Library Advisory Commission, Friends of the Library, Milpitas Parks, Recreation and Cultural Resources Commission, Milpitas Arts Commission, Milpitas Unified School District, the JPA, Santa Clara Board of Supervisors, and Property owners of alternative sites. Mr. Wilson reviewed the major tasks for the project, which included selecting the library consultant, selecting the site, completing a community library and program needs assessment, approving funding strategy, determining construction process, selecting an architect, completing the environmental process, design work, constructing the building, and beginning service.

As a part of the funding source, Mr. Wilson mentioned the increased TOT (Transient Occupancy Tax) money from the recent election which has been in effect since January 1, 2001, would be made available when necessary. There has not been one single source identified to cover the entire funding of the project. The actual cost has yet to be determined due to the size, amenities, and economic environment. Funding will be a combination of resources to the City and JPA. The JPA currently has \$680,000 for the project design work, but that funding might not be enough to cover that portion of the project. One portion of the funding could be debt financing underwritten by TOT revenues. Another component of the funding would be a grant from the State when its library project funds are made available.

Commissioner Davis asked what the occupancy rate is of Milpitas hotels. Mr. Wilson responded during Sunday through Thursday it is about 80%, and Friday-Saturday between 20-60%.

Ms. Davis also asked who would make the decision as to the library consultant. Mr. Wilson stated City Council would have the final decision, but the Library Advisory Commission and the Library Subcommittee would have input. He assured the Commission there is a process involved and to ensure the correct consultant is selected for this type of project.

Ms. Davis agreed it was a good idea to design the building for the future, but questioned if it would be too large of a space for when it is first completed, and had a concern about the constantly changing technology. Mr. Wilson

stated it is a better cost in today's market to build larger from the start instead of 10 years out. It would be likely the building could be built so that the space is available in the future when needed. In regards to the technology concern, City Council would provide the maximum capability to allow for future changes. Councilmember Dixon added that City Council was currently in the same process with the current Civic Center project. County Librarian Susan Fuller also added that libraries are always expensive to build due to the load the facility must handle due to the media materials, the needs of the facility, and its complexity in general.

Commissioner Fan questioned the size and population figures that were used to determine the square footage. Mr. Wilson and Senior Administrative Analyst Cindy Maxwell responded the figure was based on population projection in Milpitas in 2015, not the surrounding communities, and the 52,000 square foot size might also need to be reviewed during the planning stage.

Commission Chair Keely stated the cost of the project would also be effected when the actual site is chosen where the new library will be built.

Commissioner Fan questioned if the size of the library would be dictated by the size of the property. Mr. Wilson responded the building could be laid out in design to fit the property chosen either by having a multiple story facility or in how the parking lot is designed.

Commissioner Davis asked if there was a formula used to decide on the parking spaces. Staffed affirmed there was a formula used based on square footage and use. Ms. Dixon mentioned the parking would need to be plentiful due to the circulation and youth use of the library.

H. NEW BUSINESS:

1.1 Alternate Sites

Senior Administrative Analyst Cindy Maxwell presented this item. She stated the Library Subcommittee charged City Staff to look at the community and to identify potential library sites, and to date there has been no formal discussion with the identified property owners. Of the sites, two are City owned properties that would not require lengthy negotiations for purchasing property, and two properties owned by Milpitas Unified School District. In a brief conversation with the MUSD, staff learned that at this time the school district does not have any surplus property. Should a privately owned site be selected, additional time and expense would be involved for negotiations and purchasing of property.

Ms. Maxwell distributed a list of alternative sites, a ranking sheet and a tally sheet for Commission members to use during her overview of the identified alternate sites. She mentioned the Library Subcommittee wanted the Commission's overall rankings and comments concerning the sites, and for the Commission to keep in mind accessibility and visibility when considering each site. Ms.

Maxwell preceded with the overview of each site.

City Owned Sites:

A) DeVries House and adjacent parcel (northwest quadrant of Main Street and Calaveras Blvd. Offramp): This site has been identified by the Senior Advisory Commission for potential senior activity use. It is a landmark building that needs to be restored for use. There is easy access from County Transit but not much visibility on Main Street.

B) Civic Center (current library site): Centrally located, very visible, easy access, and commerce area for patrons surrounding it. Easy bike routes, bus stops and pedestrian access. The current parking issue would need to be addressed for it to work better. A temporary library site would be required due the demolition and rebuilding on the current site.

Privately Owned Sites:

1) Serra Center (South of Serra Rd. between Calaveras Blvd. and Abel St.): Underutilized area with some vacant buildings. One of seven sites within the Midtown Area. Somewhat difficult to access from county transit, not as visible, and access would be from Serra or Abel.

2) County-owned Abel sites (west and east sides of Abel St. between Curtis Ave. and Corning Ave.): Three vacant parcels near and across from Elmwood County Jail facility. The property is County owned so a lease would be required but it is unknown if the County would lease just one parcel or require all three. There would be some constraints with sewer improvement requirements and wildlife impact reports. The sites have good freeway visibility but accessibility would be difficult by bus and bike. Concerns focused on surrounding area with prisoners released 18 hours a day.

3) Donovan Triangle (south side Great Mall Pkwy. Between Abel St. and S. Main St.): Residential area with retail, Monte Vista Apartments and Great Mall nearby and currently zoned for residential use. Accessibility would be County Transit on Main Street, but pedestrian and bike access would be difficult.

4) Ooh La Lodge (1556 S. Main St., south of Great Mall Pkwy.): underutilized area with adjacent parcel of land next to it. Bus and bike access would be difficult. Easy access for Zanker School students, but distant from other schools. Railroad runs behind the property and a liquor store is across the street.

5) Capitol Ave. truck yard (west side of Capitol Ave, south of Montague Expwy): Site is not convenient for bike or pedestrian access and visibility is not good. It is located in the Midtown Area and would be in a higher density area once VTA / Lightrail is finished.

6) Lockheed site (north side of Curtis Ave., east of S. Main St.): Located in an industrial area, northeast of the Park Metro development. Bus line is at Main and Curtis and walking would be required from that point. There is a potential for building a pedestrian overpass at the end of Curtis to Gibraltar over the train tracks that would make bike access easier from the east side of town.

7) Former equipment rental/paratransit services yard (northeast corner of N. Main St. and Weller Lane): North of

Senior Center with easy access by County Transit, but not too visible. Railroad tracks run behind the property. There is also a potential for BART to place a second station at this location when it is built in Milpitas which would have possible negative parking issues at the site. Concerns were voiced about having a BART line next to a civic building.

8) Shapell Town Center (148 N. Milpitas Blvd, to 577 E. Calaveras Blvd., northeast of Civic Center): Former site of AMC Theatres. Easy access, centrally located and convenient services. Close to current library site. Unknown if owner would sell or lease the property.

9) Mintons & Cal-Skate (north side of Los Coches at Sinclair Frontage Rd.): Visibility is centrally located, but accessibility by bus and bike is limited.

10) Fiesta Plaza and adjacent vacant parcel (southeast corner of Dempsey Rd., north of Selwyn Dr.): surrounding area consists of motel, retail stores, county service center, Cal Trans yard, churches and commercial shops. Access is difficult with at a vehicle.

11) MUSD District Office (1331 E. Calaveras Blvd.): Currently there is no surplus property.

12) Unincorporated vacant lot off Evans Rd. (between I-680 and Evans Rd., north of Jacklin Rd.): There are bus routes, bike lanes and some pedestrian walkways, but access is not optimal.

13) MUSD Surplus Sites: No sites available at this time.

Commission discussed the sites that should not be considered due to accessibility, location and visibility.

Commission deleted sites 2, 3, 4, 5, 7, 11, 12 and 13.

Commission proceeded to individually rank the remaining sites on their tally sheets. The Commissions ranking is as follows with the highest priority listed first: Sites 1, 8, B, A & 10 (tied), 9, and 6. Ms. Maxwell stated she would present the Library Subcommittee with the Commission's rankings.

1.2 Subcommittee Meetings

The Commission discussed who would be able to attend the Library Subcommittee meetings that have currently been held on Mondays at 5:30 pm. The Commission was concerned the early time excludes Commissioners and the public from attending.

Commission motioned to send a recommendation to the Library Subcommittee to change the meeting times so Library Advisory Commission members and the public could attend. M/S Davis/Wang. Motion passed unanimously.

1.3 Special Meeting

The Library Advisory Commission scheduled a special meeting for Tuesday, January 30, 2001, at 7:30 pm, to discuss the Commission Expansion item announced by Councilmember Esteves. The meeting will be held at City Hall's Yosemite Conference Room.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stevens reported the Friends of the Library recently received a \$900 check. Commissioner Davis questioned if the total amount of funds earned has totaled

\$25,000 for the year 2000. Ms. Stevens confirmed it had. As a non-profit organization the Friends of the Library would be required to file a report with the State of California.

Ms. Stevens reported the next Book Sale would be held in April, 2001, and the organization is looking into purchasing new chairs for the library.

2. COUNTY LIBRARIAN REPORT:

Susan Fuller, County Librarian, reported the next JPA meeting is Thursday, January 25, 2001, in Campbell. At the meeting the JPA would be authorizing the release of payment for the design work for the Milpitas Library project.

Ms. Fuller also mentioned SB74 and SB94 are in the works, and another Bill is expected to come out soon in the State Assembly.

3. COMMUNITY LIBRARIAN REPORT:

Karen Burnett, Community Librarian, distributed a list of current activities taking place in the library in concerns to the building, staffing issues, programs and services and upcoming events. She also distributed a flyer on the upcoming CAL TAC workshop to be held February 24, 2001, in San Carlos.

4. CITY COUNCIL REPORT:

Councilmember Dixon asked the Commission to contact her should they have any questions or concerns.

5. CITY STAFF REPORT

Lynette Wilson, Recreation Coordinator, reminded the Commission of the City's Commission Recognition Dinner on Monday, January 29, 2001, at the Sheraton Hotel in Milpitas. She also mentioned the Sports Center renovation continues to take place, and staff has relocated into the Teen Center section of the facility so renovation can begin on the main section of the Sports Center. Also reported was Rainbow Theatre's production of "Little Women" which runs through Saturday, January 27, 2001, at the Milpitas Community Center.

6. FUTURE AGENDA ITEMS

Building Project Update
Library Subcommittee

J. ADJOURNMENT:

MOTION to adjourn the meeting at 9:30 pm. M/S
Davis/Fan. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Tuesday, January 30, 2001**

APPROVED MINUTES:

A. The meeting was called to order at 7:32 pm by Chair Robert Keely.

B. ROLL CALL

Members Robert Keely, Margie Stephens,

Present: Diane Davis, Sen Fan, Sonny Wang

County Staff: None

City Staff: Lynette Wilson, Recreation Services
Coordinator

City Council: Patricia Dixon

C. APPROVAL OF MINUTES:

Minutes of January 22, 2001, were unavailable for review or approval.

D. ANNOUNCEMENT/CORRESPONDENCE:

None

E. CITIZENS FORUM:

None

F. ADOPTION OF AGENDA:

Motion to approve the Agenda for January 30, 2001. M/S Davis/Wang. Unanimous.

G. OLD BUSINESS:

1.1 None

H. NEW BUSINESS:

1.1 Library Advisory Commission Size

This item was placed on the agenda for the Library Advisory Commission at the request of Councilmember Jose Esteves to discuss the possibility of the Library Advisory Commission increasing in size by two and adding two alternate positions.

In reviewing the City Council Minutes from December 19, 2000, Commissioner Wang questioned how increasing the Library Advisory Commission would make it be more active or have more responsibilities.

Councilmember Dixon explained having additional members does not always make a commission more productive. The degree of action by the LAC on the Library Building project would depend on the Library Subcommittee. The City Council is interested in the LAC's input on the Commission size and on its interest in the Library Building project.

Commissioner Davis stated she is in favor for the increase in Commission size. It would allow better representation at the Library Subcommittee because meetings are held too early in the evening for commissioners to attend.

Commissioner Stephens asked how many Library Commissioners should attend the Library Subcommittee meetings.

Councilmember Dixon responded the City Attorney's position is that only two may attend and speak and other commissioners in attendance would need to be silent in the audience in order to avoid violation of the Brown Act.

Commissioner Fan stated he felt the Library Advisory Commission should strongly request the Library Subcommittee meetings be held at a later time to allow better Commission and public representation, and input from the Commission.

Councilmember Dixon stated public input has been requested with past projects but has not had any official quarry for public input at this point for the Library Building project. The LAC could send a letter to City Council and City Manager requesting a later Library Subcommittee meeting time for the reasons Mr. Fan mentioned.

Commissioners questioned the process of appointing new members to the Library Commission, and if in the past any appointments had been denied. Councilmember Dixon informed them Mayor Manayan would recommend names of applicants to City Council and then Council would approve the appointments. In the recent years there had not been any dismissals of applicants.

The Commission then discussed the number of new commission members and the role of alternates. Commissioners also questioned the number of commissioners on other City commissions. Councilmember Dixon informed the Commission that alternates serve as a back up to commission members not in attendance to ensure a quorum and only have voting power when filling in. Should all commissioners be present at the meeting, alternates do not vote on motions. At this point the Library Advisory Commission has the fewest commissioners with 5 and no alternates. Other commissions have as many as 10 members with four additional alternates. Commissioner Wang stated he believes in order for the LAC to become active is not by having additional members, but by meeting more often and being involved by having the basic resources of the Library Building project. Commissioner Fan mentioned that in the past there had not been much for the LAC to work on and meeting bimonthly was appropriate. If the LAC were to become involved with the Library Building project, more frequent meetings would be appropriate. Commissioner Fan also mentioned he has been involved with libraries for many years and would like more conversation/involvement for the LAC with the Library Building project.

Councilmember Dixon informed the Commission she has requested the City Manager that all information from the Library Subcommittee be distributed to the Library Advisory Commission. Also she believes an acting or active Library Subcommittee should include two Councilmembers, 2 Library Commissioners, and other representatives from the community.

Commissioners again began discussion on the size should the LAC expand. The options discussed were increasing the commission to seven members, increasing the commission to seven with two alternates, keeping the commission at five with two alternates, and not making any changes to the current commission size. Discussion also took place for the Commission to become more involved in the Library Subcommittee and to meet more often.

Councilmember Dixon reminded the Commission they should decide on the LAC size at this point, and they could send a letter requesting involvement in the Library Building project.

Motion: Motion to expand the Library Advisory Commission by two additional members and two alternates. M/S Davis/Fan. Unanimous.

The Commission also recommended one alternate serve a one-year term and the second alternate serve a two-year term. Following the first year, alternates would serve two-year to without expiring in the same year.

Commissioner Davis stated she would draft a letter outlining the LAC's concerns about the Library Subcommittee meetings and the LAC's involvement. She will forward it to the other commissioners for revisions. When completed, she will forward it to Commission Chair Keely to present to City Council.

Dave Stephens, a member of the public, questioned the County Library staff's involvement in the Library Building project. Councilmember Dixon stated the City of Milpitas owns the facility and is staffed by Santa Clara County Library personnel.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

None.

2. COUNTY LIBRARIAN REPORT:

None.

3. COMMUNITY LIBRARIAN REPORT:

None.

4. CITY COUNCIL REPORT:

None.

5. CITY STAFF REPORT

None.

6. FUTURE AGENDA ITEMS

Building Project Update
Library Subcommittee

J. ADJOURNMENT:

MOTION to adjourn the meeting at 8:27 pm. M/S
Davis/Stephens. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, March 19, 2001**

UNAPPROVED MINUTES

A. The meeting was called to order at 7:06 pm by Vice Chair Stephens.

B. ROLL CALL

Members Margie Stevens, Diane Davis,

Present: Sonny Wang

Member Robert Keely, Sen Fan

Absent:

County Staff: Susan Fuller, County Librarian
Karen Burnett, Community Librarian

City Staff: Lynette Wilson, Recreation Program Coordinator

City Council: Patricia Dixon, Councilmember

C. APPROVAL OF MINUTES:

Commissioner Davis made corrections to the Minutes of January 22, 2001, and January 30, 2001. MOTION to approve Minutes of January 22, 2001, with noted corrections. M/S Davis/Wang. Unanimous. Motion to approve Minutes of January 30, 2001, with noted corrections. M/S Wang/Davis. Unanimous.

D. ANNOUNCEMENTS/COORESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA

MOTION to approve the Agenda for March 19, 2001. M/S Davis/Wang. Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Update

Senior Administrative Analyst Cindy Maxwell reminded the Library Commission of their actions of site recommendations at its January 22, 2001, meeting. Ms. Maxwell informed the Commission of Councilmember Esteves' recommendation at the Library Subcommittee meeting to forward the Commission's top three sites to City Council for selection. Ms. Maxwell stated as soon as a site is determined, an RFQ would be written.

Commissioner Davis questioned if City Council did not chose one of the three recommended sites, would they look further on the list. She also questioned if the top three sites

were not available through negotiations, would the remainder sites be considered.

Ms. Maxwell responded City Council would have several options:

- a) City Council could look further down the list,
- b) refer back to the Library Commission for further recommendations, or
- c) seek out different sites that were not on the original list.

Councilmember Dixon informed the Commission that the City Council was scheduled to discuss the item at the next Council Meeting. In preliminary discussions with the property owners of the top three sites, it was learned that the Serra Shopping Center site was not interested, but Shapell for the Town Center was interested.

Commissioner Stephens responded there were some sites on the list that are not available.

Commissioner Davis mentioned the Town Center would be a possibility due to the empty stores and foot traffic. She stated she was uncomfortable at the January 22, 2001, meeting when the Commission reviewed and made recommendations of possible sites since she was unfamiliar with many of the locations. She would have preferred the Commission be taken on a tour of the sites prior to reviewing them.

Councilmember Dixon stated City Manager Tom Wilson wanted the Commission to review the area site map of potential locations of the library's new location. She also responded that safety and traffic are high concerns for the library location.

Commissioner Davis voiced her desire to have the new library located on Main Street as a way of creating a 'heart' in Milpitas for walking, shops, eating areas, such as in other towns.

Councilmember Dixon stated Calaveras Blvd. was originally planned as the main area of town, but it was taken over by the State due to Hwy 237.

H. NEW BUSINESS

1.1 Election of Officers

Commissioner Davis motioned this item be moved to the May 21, 2001, meeting due to the two commissioners not in attendance.

M/S Stephens/Wang. Unanimous.

I. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens reported preparation for the next Book Sale was taking place. Books and videos have been collected for the sale, which will take place during the last weekend in April. The Friends of the Library is looking for many items to purchase, such as a laminator, and possibly replacement chairs for the Community Room.

2. County Librarian Report

Susan Fuller, County Librarian, announced Karen Burnett, Milpitas' Community Librarian, has accepted the Library Director position in Mountain View. The recruitment process to fill her soon to be vacant position has begun.

Ms. Fuller also mentioned the Santa Clara Library system was in the process of replacing self-checkout machines to include the capability of reading media without demagnetizing it, which is a problem with the current machines. The County is currently reviewing the products, which cost \$20,000-\$25,000 each. Important features for the machines are ones that will attract people to use them, such as the capability to be programmed in various languages.

Commissioner Wang questioned if there were any disadvantages to the machines.

Ms. Fuller responded she was unaware of any disadvantages. Using a library card and a pin number could use it similar to an ATM machine. Also, should a patron have a library fine, the machine would refer the person to the front desk. Ms. Fuller stated the new technology also has a promise of assisting with sorting materials by saving time and being less labor intensive.

Ms. Fuller reported the Property Tax Return Bill by Senator Dutra (AB315, SB74 and SB94) was to be heard in Senate Committee on June 4, 2001. Milpitas City Manager, Tom Wilson, had been contacted requesting he send support for the Bills.

Ms. Fuller also mentioned the San Jose Mercury News would have an article in the March 20, 2001, issue on the Child Internet Protection Act. The Act goes far beyond what is currently in place and the ACLU and American Library Association is in the process of filing a suit against it. If an organization receives federal funds for computers, it would have to comply with the restrictions of this legislation.

3.1 Community Librarian Report

Karen Burnett, Community Librarian, reported the Santa Clara Library had reviewed and revised its policy about Library Community Rooms. Staff, the Reading Program, and other groups heavily use Milpitas' Community Room. Library staff has had concerns of outside groups using the facility during non-business hours. Changes have now been made to restrict the times groups may use the facility to only business hours, and require all events taking place in the Community Room are open to the public.

Ms. Burnett also mentioned she enjoyed working in Milpitas and with Milpitas' staff. She is proud of the programs that take place in Milpitas. Her last day in Milpitas is April 13, 2001.

4. City Council Report

No Report.

Commissioner Wang questioned Councilmember Dixon about the Lockheed site.

Councilmember Dixon replied it is currently a warehouse. She mentioned Developer RJC and the Ford Company was currently doing a lease for home development. She also mentioned Mayor Manayan had requested input for the site as a possible power facility site.

Commissioner Wang expressed his opinion that all sites should be considered by City Council, not just the top three.

Councilmember Dixon stated she would try to relay this information as best as possible to City Council.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, distributed flyers announcing the upcoming Recreation Services events. She also reported the recruitment process for the Recreation Manager, Recreation Supervisors and Recreation Coordinators positions currently open were closing at the end of March. The City's new Assistant City Manager would begin in early May.

Commissioner Davis distributed a letter to Commissioners for their review. Should no changes be required, it will be presented by Chair Keely to City Council concerning the Library Subcommittee meetings and the Library Advisory Commission's role in the new Library Building Project.

J. ADJOURNMENT:

MOTION to adjourn to meeting at 8:12 pm. M/S
Davis/Wang. Unanimous.

Respectfully Submitted,
Lynette Wilson

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, May 21, 2001

APPROVED MINUTES

A. The meeting was called to order at 7:03 pm by Vice Chair Stephens.

B ROLL CALL

Members Present: Margie Stephens, Diane Davis, Sen Fan, Sonny Wang

Member Absent: Robert Keely

County Staff: Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff: Lynette Wilson, Recreation Program Coordinator

City Council: Patricia Dixon, Councilmember

C. APPROVAL OF MINUTES:

MOTION to approve the Minutes for March 19, 2001. M/S Davis/Fan.
Unanimous.

D. ANNOUNCEMENTS/COORESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA

MOTION to approve the Agenda for May 21, 2001. M/S Davis/Fan.
Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Senior Administrative Analyst, announced that City Council reviewed the Commission's top three sites for the new library and selected the site where the library is currently located. She stated the Community Needs Assessment Request for Proposal (RFP) was sent to City Council for review and then sent out to over 30 agencies, with a return deadline of June 8, 2001. A variety of different surveys will be used in the assessment to help establish the needs of a Library and Performing/Visual Arts Center. Ms. Maxwell said that Library staff would also have input on the building needs. Ms. Maxwell also stated the Community Needs Assessment would be completed prior to the Library Building Consultant being on board. The Library Consultant would be selected by a Request for Quotation (RFQ) or a RFP. City Council would seek the Library Advisory Commission's input on the building project,

and the Library Subcommittee's intent is to involve the Commission as well.

Councilmember Dixon relayed that City Council will be using phone and written surveys to get the communities input in the Needs Assessment.

Ms. Maxwell also reported that she and other staff members attended the "Involving Technology in Library Buildings" workshop in Oakland. The technology workshop included discussions on types of floors, types of conduit, etc., which would allow for updates and expansion of technology in the future.

1.2 Election of Officers

According to the Library Advisory Commission By-laws, Commission is required to elect a Chairperson and Vice-Chairperson each January for a one-year term. This item was postponed from the March 19, 2001 meeting due to two commission members being absent.

Commissioner Stephens announced that Commissioner Keely was no longer interested in holding an elected position on the Library Advisory Commission.

Vice-Chair Stephens opened the floor for nominations of the Chair and Vice-Chair positions. Commissioner Stephens was nominated for Chair and Commissioner Davis was nominated for Vice-Chair.

MOTION to elect Commissioner Stephens as Chair. M/S Davis/Fan. Unanimous.

MOTION to elect Commissioner Davis as Vice-Chair. M/S Wang/Fan. Unanimous.

H. NEW BUSINESS

1.1 None

I. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens reported the last Book Sale brought in approximately \$4,000. Library staff is preparing a list of items it would like purchased with the raised funds. Ms. Stephens also reported the ongoing Book Sales bring in approximately \$800-\$1,000 per month.

2. County Librarian Report

Susan Fuller, County Librarian, announced the Santa Clara County Joint Powers Authority (JPA) met a few months ago to review the proposed 2001-2002 budget. The budget is expected to be approved June 7, 2001. Ms. Fuller also stated that when the budget is approved, two new self-check-out machines will be purchased for Milpitas, and the Friends of the

Library may want to consider purchasing a third machine (approximately \$25,000).

Ms. Fuller also announced that she recommended to the JPA that its Community Advisory Commission (CAC) be suspended at this time due to low attendance, a lack of focus or issues to act upon, and many cities involved in their own building projects. She stated the CAC could be reestablished when the need arises.

Ms. Fuller stated the Property Tax Transfer Bills have gone through all subcommittees and have been placed in the Financial Hold File, and will be reviewed in June during California's budget time. People have been encouraged to write Senators, Representatives, and the Governor in support of the bills.

Ms. Fuller also indicated the Santa Clara County Library System has a new website. Brochures are available listing the various databases available on the website.

Commissioner Davis made a few suggestions to make checking out Library materials easier: 1) not having to input data each time when checking out several items, and 2) creating an express line.

Commissioner Davis also questioned if there was a problem with lost materials from the Library. Ms. Fuller responded that Library staff takes steps in getting materials returned, such as putting cards on hold. She stated Milpitas has a good return rate, but there is still a small percentage of lost material.

3.1 Community Librarian Report

Linda Arbaugh was introduced to the Commission as the Acting Community Librarian. Ms. Arbaugh informed the Commission of her background working since 1983 at the Milpitas Library, Bookmobile, and the Mountain View Library.

Ms. Arbaugh also informed the Commission of some renovations that took place in the library (painted columns and protective corner strips, carpets cleaned) and that the carpet will be replaced in August. She also indicated that a safety walk through would take place the following week with County staff. She stated due to the energy problems, the Library's temperature has been turned up and lights turned down, and very few negative comments have been made by patrons.

She also announced two new DC Compact Browser Disks were installed, which the Friends of the Library purchased.

In regards to staffing, Ms. Arbaugh commented Milpitas would be hiring 2 half-time Janitors and 2 Page positions. Once they have been hired and a librarian returns in July, the Library will be fully staffed.

Ms. Arbaugh reported the Summer Reading program would run June 18-July 26, 2001, and estimates a circulation of 1.4 million items. She also informed the Commission that she was notified the Milpitas High School library would be closed in December 2001, for 1-2 semesters for remodeling, and the Milpitas Library staff was preparing for the impact.

Ms. Arbaugh also reported she met with Julie Waldron from the City's Engineering Department, and reviewed the exterior plans of City Hall for more parking, grass and statue relocation. She said the new landscaping would be complimentary to City Hall's, and would be completed between July and October, 2001.

Commissioner Davis questioned what the Library does during power outages. Ms. Arbaugh stated material circulation could continue as long as it was daylight, but there would be no Internet access or material scrolling. Commissioner Davis recommended posting a staff person at the door to monitor materials leaving the facility.

4. City Council Report

Councilmember Dixon reported she continues to meet weekly with City staff on the City Hall Building Project. She also announced City Council and City staff was preparing for the 2001-2002 budget hearings on May 22, 2001. She stated that Revenues show to be up with the exception of user fees, which are not capturing actual costs. She said a three-year forecast was done by the past Finance Director that showed Reserves were high. A good portion of Revenues was from sales tax and restaurants. The forecast still looks to be in good shape.

Ms. Dixon also announced festivities were being held all week for Milpitas' first Light Rail Station and it would be capped off on Saturday with a Community Day.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, announced that Recreation Services' Customer Services staff had so far processed over 4,000 registrations for summer programs. She also informed Commission the Fishing in the City event was be held at Sandy Wool Lake on Sunday, May 20, 2001, and 153 children learned how to fish. Other upcoming events announced included the Memorial Day Ceremony on May 28, 2001, and the Sports Center Grand Opening on Saturday, June 9, 2001.

J. ADJOURNMENT:

MOTION to adjourn to meeting at 7:51 pm. M/S Davis/Wang. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, July 16, 2001**

APPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:05 pm.

B ROLL CALL

Members Present: Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan, Armando Gomez, Carmen Montano

Member Absent: Sonny Wang

County Staff: Julie Farnsworth, Deputy County Librarian
Karen Armendariz, Children's Program Librarian

City Staff: Lynette Wilson, Recreation Program Coordinator

City Council: Patricia Dixon, Councilmember

C. APPROVAL OF MINUTES:

MOTION to approve the Minutes for May 21, 2001 with noted corrections. M/S Davis/Fan. Abstained: Aoalin, Gomez, Montano.

D. ANNOUNCEMENTS/CORESPONDENCE:

Members of the Commission and staff introduced themselves for the benefit of the new commissioners.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA

MOTION to approve the Agenda for July 16, 2001. M/S Fan/Davis. Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Senior Administrative Analyst, reported that nine Request for Proposals were received for the Community

Needs Assessment. Four of the nine applicants will be interviewed by the City Manager, Assistant City Manager, the Library Advisory Commission Chair, and Cindy Maxwell, and the top two will be forwarded to the Library Subcommittee for approval. The chosen applicant will conduct the Community Needs Assessment to find out the community's wants for the new facility, including performing and visual arts needs. The specific methodology of the Community Needs Assessment has yet to be determined, and may be conducted through public workshops, focus groups, mailed surveys, phone surveys, online surveys, and/or other means. The Commission agreed to set a special meeting to discuss the different methods that could be used in the needs assessment.

H. NEW BUSINESS

1.1 None

I. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens reported the proceeds for June's Book Sale was approximately \$980.00. She is still collecting donations for future book sales, but requests the materials not be "junk" items.

2. County Librarian Report

Julie Farnsworth, Deputy County Librarian, announced the Joint Powers Authority (JPA) will meet on August 9, 2001, to rewrite its By-laws. The revision is needed to create a Mello Roos District for imposing taxes. The JPA needs to have the ability to impose taxes to replace the \$5 million lost due to Measure A. The County Library got out of funding problems with a special tax that runs out in 2005. In the fall, each City will take a vote whether or not to pass the JPA's new agreement. The JPA is comprised of representatives from local City Councils and two County Supervisors.

Ms. Farnsworth reported to the commission that Santa Clara County Library currently pays 44% of property taxes back to the State of California. To reduce this percentage of loss funding, the State's House and Senate are currently looking at SB74, SB94, and AB315, that deal with Educational Revenue Augmentation Fund (ERAF). People have been requested to voice their support of these bills to Governor Davis, their State Senators and Representatives.

Ms. Farnsworth also reported to the Commission that for July 2000-June 2001, Milpitas' Library had a circulation of 1.4 million, which was a 7% increase over last year. Of the 1.4 million, non-resident use was 413,402 (29%) from San Jose, 33,191 (2%) from other Santa Clara County areas, and 240,470 (17%) from Alameda County. She added that the State reimburses the County for library use of those who reside outside of the County boundaries. She stated the circulation in Milpitas might change in future years because San Jose has passed a bond to build new libraries, especially

in the northern area of the City.

3.1 Community Librarian Report

Karen Armendariz, Milpitas' Children's Librarian, reported to the Commission that the Library will be closed August 19-26 for new carpeting, and the public will be notified of the closure through several publicity venues. She said the entryway carpet replacement had already been completed. In response to the energy shortage, the Milpitas Library thermostat has been set at 78 degrees and staff is able to use battery powered personal fans. To date, the library has used 22% less energy from last year. Ms. Armendariz also stated a safety inspection was done in May and staff has been working on correcting safety hazards, especially on top shelves.

In regards to staffing at the library, 2 half-time janitors were hired, the Library Circulation Supervisor has returned from leave, and Linda Arbaugh had been appointed as the permanent Community Librarian.

The programs offered through the library have been successful. 53 people participated in a recent Feng Shui workshop, the Summer Reading Club has 563 registered children, and the Teen Reading Club has 68 registered young adults.

Other changes at the library include a demo checkout machine for patrons to use and new reliance computers will soon be installed for staff. The new computers will allow for easier checkouts to reduce the cause of repetitive movement injuries.

Commissioner Davis asked about the impact on the Milpitas Library when Milpitas High School's library closes for renovation, and if the school's library staff will assist the Milpitas staff.

Ms. Maxwell stated that Milpitas Unified School District has only one librarian.

Ms. Armendariz stated most school libraries are run by parent volunteers. The Milpitas Library staff teaches classes how to use the library system when teachers arrange visits, but there are not many that do so because of limitations of field trips resources and time away from school site. She added that Library staff also goes to school sites for classroom visits when requested by teachers.

Ms. Davis stated that Library staff should provide ongoing visiting librarians. Ms. Farnsworth responded that Library staff does not want to infringe on the school staff's duties, and the materials at school libraries are not as current as they should be.

4. City Council Report

Councilmember Dixon said the coordination with City Hall construction is still taking place. Part of the City Hall construction includes the pond renovation in which the pond

will become half its original size and the parking lots of the Library and Community Center will be connected to increase parking spaces. The renovation should begin before December 2001, and landscaping taking place sometime near March 2002.

Ms. Dixon also announced the SeniorSurfer program held at the Milpitas Senior Center was discontinued due to low attendance and high diversity of its participants. Milpitas is the only city where SeniorSurfers has terminated its program.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, reported its summer programs were going strong. The summer day camps, swim lessons, preschool programs and contracted special interest classes all had high enrollments, with many of them having waiting lists. Recreation Services has also had some staff changes with the hiring of two Recreation Services Supervisors, an Aquatics/Sports Coordinator, a Marketing/Special Events Coordinator, and an acting Teen Coordinator. The Recreation Services Manager position was still open for recruitment. The newly renovated Sports Center and new Teen Center opened to the public on June 9.

6. Future Agenda Items

- Orientation for new commissioners
- Brown Act Presentation
- Monthly Commission meetings vs. Bi-Monthly meetings
- Community Needs Assessment Discussion - Special Meeting to be held August 20, 2001.

J. ADJOURNMENT:

MOTION to adjourn to meeting at 8:07 pm. M/S Fan/Davis.
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, September 17, 2001**

APPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:06 pm.

B ROLL CALL

Members Present:

Margie Stephens, Trinidad Aoalin, Sen Fan, Armando Gomez, Carmen Montano, Sonny Wang

Member Absent:

Diane Davis

County Staff:

Julie Farnsworth, Deputy County Librarian
Linda Arbaugh, Community Librarian

City Staff:

Lynette Wilson, Recreation Program Coordinator
Cindy Maxwell, Principal Administrative Analyst
John Bakker, City Attorney's Office

City Council:

Patricia Dixon, Councilmember

C. APPROVAL OF MINUTES:

MOTION to approve the Minutes for August 20, 2001. M/S Gomez/Aoalin.

D. ANNOUNCEMENTS/COORESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA

MOTION to approve the Agenda for September 17, 2001. M/S Montano/Wang. Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Update

Cindy Maxwell, Principal Administrative Analyst, reported the City is in contract negotiations with the consulting firm for the Community Needs Assessment. The firm will be able to use different methods to find out what the community wants in the new library, including information concerning cultural arts facility needs. The Library Subcommittee will present the consultant contract to City Council on October 2, 2001.

H. NEW BUSINESS

1.1 Library Advisory Commission Orientation

City Staff, consisting of Lynette Wilson, Recreation Program Coordinator, John Bakker, City Attorney's Office, and Cindy Maxwell, presented the commission with an orientation to the Library Advisory Commission for the benefit of those commissioners appointed in June, 2001. Julie Farnsworth, Deputy County Librarian, also presented the Commission with an overview of the Santa Clara County Library System.

Ms. Wilson presented the commission with information on the Library Advisory Commission's role within the City's structure of Commissions. Ms. Wilson distributed to the Commission handouts outlining the Commission's organization, Commissioner Appointments, Resignation Procedures, Rules of Operation, structure of meetings, the process of Agendas and Minutes, and basic guidelines for Commission Relationships with the public, other Commission Members and City Council. Ms. Wilson also distributed handouts for the Commission to review on their own concerning how to conduct a successful meeting and Parliamentary Procedures and Parliamentary Terms.

Mr. Bakker's portion of the orientation pertained to the Brown Act. Mr. Bakker informed the Commission that the Brown Act is California's Open Meeting Law and that it ensures public discussions are made in open public meetings, and that governing bodies are required to notify the public of items to be discussed and/or decided upon. All legislative bodies, including Councils and Commissions, need to comply with the Brown Act.

Mr. Bakker informed the Commission of the basic requirements of the Brown Act as being:

- Governing body must set a time of meeting.
- The public notification must be made 72 hours prior to meeting (Special

Meetings require 24 hour notification).

- Public meetings must be accessible to the public.
- Public can call and request a copy of the Agenda.
- Agenda items need to have a brief description of items.
- Public must have the opportunity to address the commission of items within the subject matter jurisdiction.
- Commission members are precluded from discussing items not on the Agenda. The Commission can discuss vaguely, but not make any decisions.
- Items requiring emergency action may be discussed, or if needed, be added once the Agenda is posted. A two-thirds vote can add the item to the Agenda
- Public has the right to video/audio tap meetings.
- Certain items (litigation or personnel negotiations) may be discussed in Closed Session.

Mr. Bakker informed the Commission of actions that would constitute Brown Act infractions:

- Discussions of items in separate/smaller group conversations where other commissioners' comments are stated.
- Discussion of items not on the Agenda.
- Commissioners, either by phone or written, as to how they would act on an action (no exchanging of information amongst others allowed).

Mr. Bakker clarified a few situations where a gathering of more than a majority of the Commission would not be a Brown Act violation.

- Social gatherings where business or actions on an agenda item will not be discussed.
- All Commission members are present for a staff presentation on information where not action would be taken (i.e., an orientation).

Mr. Bakker indicated that if several Commission members attend a meeting, other than a Library Advisory Commission, only a few members may speak. Should more than a few members speak, problems arise with the back and forth conversations. He informed the Commission that they could designate two representatives to speak on the Commission's behalf, and then report back to the other Commission members as an item on the Commission's Agenda.

Ms. Maxwell reviewed the Library Building Project for the benefit of the new Commission members. Ms. Maxwell informed the Commission that the current library was built in 1982 at a size of approximately 19,500 square feet, and with the City's growth and the community's interest in education, the library's size is no longer sufficient.

Ms. Maxwell informed the Commission that last year the public voted on a Transient Occupancy Tax (TOT) increase measure and an advisory measure to use the additional TOT funds to renovate/rebuild the library and incorporate a Cultural/Performing Arts area in the new building. Both ballot measures passed. During the first six months of the new TOT, approximately \$800,000 was raised and approximately \$1.5 million was expected for the year. Ms. Maxwell also informed the Commission that another source of income for the project was through the Santa Clara County Library System with approximately \$600,000 set aside for the design process. Additional funding sources also include grants from Proposition 14.

Ms. Maxwell notified them that the City created a Library Subcommittee approximately 2 years ago consisting of two City Councilmembers to give staff direction and recommendations to City Council on the library building project. Ms. Maxwell reminded the Commission that they are an advisory group to the Subcommittee, such as their participation in the site selection process.

Ms. Maxwell stated that the Library Community Needs Assessment selection approval is scheduled to go before City Council on October 22, 2002, and is expected to finish in January, 2002. The Library Advisory Commission will be able to participate in the Community Needs Assessment during a focus group meeting. The Community Needs Assessment results will be used to determine the needs of the facility.

Ms. Maxwell reminded the Commission that their role is to advise the City Council on library matters, and the members should stay informed and educated in library items. She distributed several website addresses for Commissioners to view and gain access to information on libraries (LAL, California American Library Association, California State Library).

Ms. Maxwell reminded the Commission of the reasons the new library will be rebuilt in its current location. Reasons included:

- Centrally located
- VTA routes make easy access for public and students
- City already owns the site so negotiations would not be required

Julie Farnsworth stated Santa Clara County started the library system in 1912 and serves approximately 500,000 people. Santa Clara County has dedicated a portion of property taxes towards the library system, and the last library built in the system was in Milpitas. She stated that to build a new facility, cities have more options for getting funding than in the Library System. She said that in the early 1990's the State of California took back funds from the Education Reformation Augmentation Fund (ERAF) that was given to cities and counties. Because Santa Clara County had a large support, Measure A passed and the Library was able to replace some of the funding lost to the State. Ms. Farnsworth informed the Commission that the County's Special Sales Tax is already at its legal limit, and Santa Clara County Library System and its Joint Powers of Authority (JPA) are also trying to get additional funding.

According to Ms. Farnsworth, the Library System has a \$23 million operation budget obtained from property taxes, Measure A funds, reimbursements from the State for net lending (non-resident fees), fines, fees and gifts/donations. She stated the Santa Clara County Library

System is guided in spending money by its mission for education, the right to access information, and the right to views.

Ms. Farnsworth also informed the Commission that the Library System is governed by the JPA. The JPA is made up of a City Council member from each of the nine cities in the system and two County Board Supervisors. Library staff members are Santa Clara County employees. All of the libraries were built by each individual city, but are operated by the County. As library funding became more restrictive, Santa Clara County set a limit in the early 1990's to fund one half cent (\$.005) per square foot per capita to help fund new facilities. A few years ago, City Managers met and decided Proposition 14 would also be a good source of funding for assisting with new library buildings, of which 3 are in the process of being built.

Ms. Farnsworth stated staffing at the libraries is determined by a system established in 1980. The system factors include circulation, population and property tax values. She informed the Commission that Community Librarians supervise site staff. The Milpitas site's budget is approximately \$4.5 million, of which 68% is personnel, 15% is materials and the remainder is building operations. She also stated the Literacy Programs receives no federal funding, but is funded entirely by grants.

I. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens informed the Commission that the next Book Sale will take place October 5-7, 2001. The preview sale will take place on Friday, October 5, 2001, and is open to Friends of the Milpitas Library members only. She also stated the lobby book sales continue to bring in funds. She is also in need of assistance for sorting donated materials.

2. County Librarian Report

Julie Farnsworth, Deputy County Librarian, announced the Joint Powers Authority By-laws revisions which would create a Mello Roos District to impose additional taxes is currently being reviewed by each of the nine City Councils for approval.

Ms. Farnsworth also mentioned Milpitas' per capita circulation has increased 20%, and Santa Clara County library system is the fourth largest in circulation in California.

3.1 Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported to the Commission that the library passed its fire inspection. She also stated new carpet was installed in August, along with new shelving behind the circulation desk to accommodate the items on 'hold' and new bookdrop signage outside. Ms. Arbaugh also mentioned construction on the new parking lot between the library and the Community Center has begun and will create an additional 40 parking stalls.

Ms. Arbaugh updated the Commission on staffing changes at the library, with Robert Bright becoming the new Circulation Supervisor. The Milpitas Library currently has a vacancy of a full-time Library Clerk, a half-time Children's Librarian, a half-time Page, and a half-time Senior Library Clerk. The new Reference Intern is currently being trained.

Ms. Arbaugh stated the attendance at the Library's Family Storytime program is approximately 120 participants, and 280 participants at the Toddler Storytime program. She also reported the Circulation for July and August, 2001, was 10.4% above the same period of July and August, 2000.

4. City Council Report

Councilmember Dixon stated the punch-through of the parking lots is a part of the landscaping project for the Civic Center. Ms. Dixon also informed the Commission that the Veterans Memorial Park headstones had been relocated to the Police Department during this renovation and will be returned once finished. She also mentioned that City Council would be discussing the subject of flagpoles at the new City Hall (the placement location and how many) on September 18, 2001.

Ms. Dixon also reported that the City Hall project was progressing with glass being placed. She mentioned that plastic sheeting would soon be installed to protect it from wet weather. The project is still on target for the beginning of March completion. She also mentioned the "Flute Player" statue would be reinstalled and placed closer to City Hall along with a waterfall and lighting elements.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, announced the Milpitas Teen Center held its first dance on Friday, September 14, 2001. She also announced some of the upcoming events taking place through Recreation Services:

- September 20-23, 2001: Milpitas Rainbow Theatre's Teen Show "If These Walls Could Talk"
- October 5-13: Milpitas Rainbow Theatre's "Rumplestiltskin Is My Name"
- September 18: Milpitas Senior Needs Assessment Community Meeting.

6. Future Agenda Items

- Library Memorial Tree Dedication
- Standing Subcommittee to attend Library Subcommittee Meetings
- Discussion from Brown Act

J. ADJOURNMENT:

MOTION to adjourn to meeting at 9:03 pm. M/S Gomez/Fan. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, November 19, 2001**

APPROVED MINUTES

A. Chairperson Stephens called the meeting to order at 7:02 pm.

B ROLL CALL

Members Present:

Margie Stephens, Trinidad Aoalin, Diane Davis, Sen Fan, Armando Gomez, Carmen Montano

Member Absent:

Sonny Wang

County Staff:

Susan Fuller, County Librarian
Linda Arbaugh, Community Librarian

City Staff:

Lynette Wilson, Recreation Program Coordinator

City Council:

Patricia Dixon, Councilmember

C. APPROVAL OF MINUTES:

MOTION to approve the Minutes for September 21, 2001 with one correction noted by Susan Fuller, County Librarian. M/S Montano/Aoalin.
5 Approved/ 1Abstained (Davis).

D. ANNOUNCEMENTS/COORESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA

MOTION to approve the Agenda for November 19, 2001. M/S Davis/Fan.
Unanimous.

G. OLD BUSINESS:

1.1 Library Building Project Update

Lynette Wilson, Recreation Program Coordinator, on behalf of Cynthia Maxwell, Principal Administrative Analyst, updated the Commission on the Library Building Project. Ms. Wilson informed the Commission that Ms. Maxwell would present a status report to the City Council at its meeting on Tuesday, November 20, 2001. Ms. Wilson also reported to the Commission the following information from Ms. Maxwell:

- Community Needs Assessment: background research on community demographics, library performance and comparison to other jurisdictions is underway.
- Phone Survey: distributed a draft of phone survey to Commission. Ms. Maxwell requested comments by Tuesday, November 27, 2001.
- Library User and Online Surveys: projects are in development. Library visitors will complete the User survey and the Online survey can be completed via the City's web page.
- Interviews and Focus Groups: will be completed in early December. Interviews will consist of representatives from the Library Advisory Commission, Friends of the Library, Planning Commission, Arts Commission, City and Library District staff. Focus Groups will consist of representatives from groups such as Youth Advisory Commission, Senior Advisory Commission, Parks, Recreation and Cultural Resources Commission, Community Advisory Commission, arts groups, neighborhood associations, media and businesses.
- Public Workshops: Workshops will be held in early December and the Library Advisory Commission will be informed of the date.

Ms. Wilson also informed the Commission that a draft of the Community Needs Assessment report would be distributed for review. The Needs Assessment would be used to develop the building program, and the building program would outline building and equipment space needs.

H. NEW BUSINESS

1.1 Annual Commission Recognition Dinner and Gift Selection

Ms. Wilson informed the Commission that the City would be holding its

2002 Annual Commissioners Recognition Dinner on Thursday, January 31, 2002, at 7:00 pm at the Embassy Suites Hotel in Milpitas. This event will recognize all commissioners, who have served during the months of January through December, 2001. Commissioners being recognized will have the ability to select their recognition gift. Ms. Wilson passed around samples of the three gifts Commissioners could choose from. Each Commissioner submitted to Ms. Wilson their gift selection choice.

I. OTHER BUSINESS

1. Friends of the Milpitas Library

Commissioner Stephens informed the Commission that Friends of the Library recently received a check for \$959 from the previous month's ongoing in-house book sale.

Commissioner Davis recommended the Friends of the Library place signs in the library for patrons to purchase books from the Book Sale as holiday gifts.

2. County Librarian Report

Susan Fuller, County Librarian, announced the Joint Powers Authority (JPA) would hold a special Study Session on November 29, 2001. The session would include a speaker, Richard Hall, State Librarian, who would be discussing future fund assessments.

Ms. Fuller also reported the bids have been awarded for the Self Check-Out machines, with delivery expected in January, 2002. The machines will ease the workload of library staff and shorten checkout lines by allowing patrons to checkout their own materials. Staff will be available to assist and encourage patrons to use the machines.

Commissioner Amlin asked the cost of the machines. Ms. Fuller responded the machines are approximately \$25,000 each.

3.1 Community Librarian Report

Linda Arbaugh, Milpitas' Community Librarian, reported changes taking place at the library. New signs were placed on the library's back door ("Staff Only") in anticipation of the opening of the new parking lot, and she is working on new signs for the front of the building. She also reported the library's sign at Milpitas Blvd. does not currently light up due to the City Hall renovation project. The new parking lot between the library and Community Center is still waiting for speed bumps and lights before it opens for public use. She also mentioned the Friends of the Library purchased some slat-wall display units for the ends of book aisles.

Ms. Arbaugh informed the Commission that the usage of the Community Room has been liberated to allow more groups to use the room. She also reported that new Clerks have started in Milpitas and the County's recruitment for the Children's Librarian position is underway. Ms. Arbaugh also reported the Library's usage this year in comparison to last year's same time has increased 15.7%. Ms. Fuller added that library use usually increases when the economy is troubled. Ms. Arbaugh also mentioned that the Milpitas Historical Society was interested in the plans for the new library.

4. City Council Report

Councilmember Dixon reported the Veterans Memorial site will be

relocated towards the back of the Civic Center pond area and will have additional lights around it.

Commissioner Stephens asked about the Transient Occupancy Tax (TOT) status. Ms. Dixon responded the full impact of the TOT would not be known until Spring 2002. She added the City Council designated \$5 million from the City's Reserves towards soft costs of the Library's Building Project.

She also reported there are two openings on the Planning Commission

with a deadline of November 27, 2001; she stated the PTSA Scholarship Program at Milpitas High School is half way to its \$15,000 goal. Those who are interested in assisting should contact Jenifer Lind at Milpitas High School. Ms. Dixon also announced the Brown Bag program currently held at the Senior Center would be relocating the YMCA soon.

5. City Staff Report

Lynette Wilson, Recreation Services' Coordinator, announced some of the upcoming events taking place through Recreation Services:

- Tree Lighting Ceremony & Community Sing-Along on Saturday, December 1, 2001, 7:00 pm at the Fire Station #1 on Main Street.
- Lunch with Santa on Saturday, December 15, 2001, 12:00 pm at the Milpitas Community Center
- Senior Center's Holiday Dinner on Sunday, December 16, 2001, 2:00 pm at the Milpitas Community Center

Ms. Wilson also announced the Spring issue of the Milpitas Connection Magazine Recreation and Activity Guide would be delivered to Milpitas residents in the Milpitas Post on Thursday, January 3, 2002.

6. Future Agenda Items

- Standing Subcommittee to attend Library Subcommittee Meetings
- Discussion on Brown Act

J. ADJOURNMENT:

MOTION to adjourn to meeting at 7:40 pm. M/S Davis/Fan. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, November 15, 1999**

MINUTES:

A. The meeting was called to order at 7:02 pm by Chairperson Keely.

B. **ROLL CALL**

Members Present Robert Keely, Diane Davis, Sen Fan,
Margie Stephens, Sonny Wang

Members Absent None

County Staff: Ed Cavallini, Community Librarian
Julie Farnsworth, Deputy County Librarian

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon,
left at 7:10 to attend another meeting

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for September 20, 1999, with the corrections under I. Other Business, Item 1 Friends of the Milpitas Library Report. Ms. Stephens noted that she wanted the word "using" changed to "seeking" in regards to volunteers. Also noted for correction was in Item 2 County Librarian Report. Ms. Stephens and Ms. Davis noted that the "'s" was not needed on "Authority's" in the first line of the third paragraph. M/S Stephens/Fan. Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

Mr. Keely welcomed newly appointed Library Commissioner Diane Davis.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

M/S Wang/Fan. Unanimous.

G. **OLD BUSINESS:**

1.1 None

H. **NEW BUSINESS:**

1.1 Designation of JPA's Community Advisory Committee

Representative: The Citizen Advisory Committee (CAC) of the Joint Powers Authority, meets throughout the year on issues involving Santa Clara Libraries. Commissioner Keely has recently resigned his position of representing the Milpitas Library Commission. A new representative needs to be designated. At the CAC's meeting on October 20, 1999, Ms. Stephens attended as an unofficial representative. She has agreed to continue as the Milpitas representative. Mr. Wang has agreed to serve as an alternate.

Motion to install Ms. Stephens as the Milpitas representative to the CAC, with Mr. Wang as the alternate. M/S Fan/Wang.
Unanimous.

I. **OTHER BUSINESS:**

1. **FRIENDS OF THE MILPITAS LIBRARY REPORT:**

Commissioner Stephens reported that the ongoing book sale was still going strong. She would like to obtain signage that would discourage the donation of non-usable items and magazines for the Friends of the Milpitas Library Book Sales and Library uses. Mr. Cavallini stated he would assist her in obtaining the signage.

Mr. Cavallini asked Ms. Stephens about the CAC meeting she attended. Ms. Stephens said she did not have her notes and was unprepared to report anything.

Ms. Stephens also mentioned that upon her recent visit to Palo Alto's Library, she noticed that its computer system for public catalogue use was in need of updating. She also found the noise level in the library to be much quieter than that of Milpitas. She asked Mr. Cavallini if noise levels would be looked at for the Milpitas facility. Mr. Cavallini responded that some research had already been done on the subject. Ms. Farnsworth also mentioned that Palo Alto has a separate library for children.

2. **COUNTY LIBRARIAN REPORT:**

Julie Farnsworth, Deputy County Librarian, announced she was representing Susan Fuller, County Librarian, who was in Southern California.

Ms. Farnsworth updated the Commission on the Library Bond Act, SB-3. As expected, SB-3 passed and was signed by Governor Davis and will be placed on the March ballot. It is now known as Proposition 14. There will be five other Bonds on the ballot, and it is unknown of their impact on Proposition 14. At this point, Proposition 14 has the strongest public support. If passed, Proposition 14 would provide \$350 million to libraries throughout the state.

Ms. Farnsworth also reported the Joint Powers Authority (JPA) passed the proposal from the City Managers' Group. The proposal would provide \$1.5 million from cash reserves to plan library facilities in Morgan Hill, Gilroy, and Milpitas, through the architectural drawing stage. The group also requested the County Library System not build any additional facilities. They believe cities have better resources for building facilities.

3. **COMMUNITY LIBRARIAN REPORT:**

Ed Cavallini, Community Librarian, updated the Commission on recent library improvements. Since the last meeting, the library carpets have been cleaned, but the blinds have not yet been replaced. Staff is currently looking for alternatives for some of the windows, such as film or reflective treatments for the front windows. Staff has also been working with Evelyn Howard concerning shelving and space needs for the new library facility. There are many items on the wish list that will need to be looked at carefully.

Mr. Cavallini also reported the library has been very busy since the school year began, but staff has had few problems with all the youth using the facility after school.

Ms. Davis asked Mr. Cavallini what the size was of the proposed library facility. His response was the proposed facility was an additional 14,000 square foot, and was based on a formula (1.5 square foot per person in population) agreed upon by the Santa Clara County Library. Ms. Farnsworth mentioned Milpitas currently has the highest use per square foot of all the libraries in Santa Clara County, not just the Santa Clara County Library System.

Mr. Cavallini distributed an article in a recent Silicon Valley publication. The article featured Susan Fuller.

4. **CITY COUNCIL REPORT:**

Ms. Dixon left the meeting at 7:10 pm. Upon her departure, she notified the Commission that should they have questions regarding projects mentioned at previous meetings, they could contact her by phone for updates.

5. **CITY STAFF REPORT**

Lynette Wilson, Recreation Coordinator, announced that Recreation Services just held the Veterans Day Ceremony on Thursday, November 11, 1999, and was preparing for two upcoming events in December. The Tree Lighting Ceremony and Community Sing-Along would be held on December 1, 1999, at 7:00 pm, in front of City Hall, and the recently opened Hetch Hetchy Walking Trail would be dedicated in the memory of Robert Pecot on Saturday, December 4, 1999, at 1:00 pm.

J. **ADJOURNMENT:**

MOTION to adjourn the meeting at 7:30 p.m.

M/S Stephens/Wang. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, March 20, 2000**

MINUTES:

A. The meeting was called to order at 7:00 pm by Vice-Chairperson Stephens.

B. **ROLL CALL**

Members Present Margie Stephens, Diane Davis, Sonny Wang,
Sen Fan

Members Absent Robert Keely

County Staff: Ed Cavallini, Community Library Staff
Julie Farnsworth, Deputy County Librarian

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for January 24, 2000, with a grammatical correction noted by Ms. Davis, under section I Other Business, Friends of the Library Report.

M/S Davis/Fan. Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

None.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

Motion to approve the agenda. M/S Davis/Wang. Unanimous.

G. **OLD BUSINESS:**

1.1 None

H. **NEW BUSINESS:**

1.1 None

I. **OTHER BUSINESS:**

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens reported the next large Book Sale would be held April 29-30, 2000. Ms. Stephens, with the assistance of volunteers, will set up the sale area on Wednesday, April 26, 2000. The event is open to Friends of the Library members on Friday, April 28, 2000, and to the general public during the weekend. Ms. Stephens reported volunteers are needed to assist with the event. As an incentive, volunteers have the opportunity to view the items available for sale at an earlier time.

Councilmember Dixon asked if a Bake Sale would be included with the Book Sale as in past sales. Ms. Stephens replied she was unaware of that aspect of the event.

Commissioner Wang suggested the Friends of the Library use some of their funds to purchase T-shirts for the volunteers to wear at the Book Sales, which they would be able to keep

afterwards. The shirt would be an incentive for people to volunteer, and act as a "uniform" while at the event.

2. **COUNTY LIBRARIAN REPORT:**

Julie Farnsworth, Deputy County Librarian, reported she was representing County Librarian Susan Fuller while she was out of town at a workshop.

Ms. Farnsworth announced the County Assessor reported the Tax Revenue in Santa Clara County had increased. This revenue increase has the potential to add additional library staff positions. Milpitas should receive some of the new positions due to its growth indicators together with having the highest volume use in the entire county. Milpitas is also scheduled to receive new carpet and, possibly, increased custodial support.

The JPA (Joint Powers Authority) has three meetings scheduled in the next few months. The first meeting will be held April 6, 2000, at 1:30 pm at the Campbell Library. The meeting is a special budget information/study session. The second meeting is April 27, 2000, is JPA's regularly scheduled by-monthly meeting. One of the agenda items is the review of the current Internet Policy. The third meeting will be June 1, 2000, for the approval of next year's budget.

Ms Farnsworth also reported two cities passed library-related issues in the recent election. Saratoga approved a Property Tax Vote by 75% to fund up to \$16 million to for the expansion of its current library facility. Cupertino voted to use the City's revenues, up to \$22 million, to build a new library facility.

The California Library Association will hold its yearly conference at the Santa Clara Convention Center in the Fall. This year's conference will highlight technology. Over 2,000 people annually attend the conference.

3. **COMMUNITY LIBRARIAN REPORT:**

Ed Cavallini, Community Librarian, updated the Commission on recent improvements at the Milpitas Library. White blinds were installed on the Community Room windows. Electricians have also been working to put in new lighting elements in the Front Desk area. The elimination of fluorescent lights and chrome light fixtures has improved the lighting of the area, and reduced eye- strain.

Mr. Cavallini also reported some staff changes at the Milpitas Library. Sarah Coronado has been off work due to an injury. Don Phillips has been appointed to Library Assistant, and has been working with the Library volunteers.

4. **CITY COUNCIL REPORT:**

Ms. Dixon reported City Hall staff is preparing for the move to the Great Mall. The transition will take place March 27-April 1, 2000. The temporary site will be approximately 28,000 square feet in size. The modular walls have been installed, with the average cubical approximately 10'x10'. Communications should be ready when staff moves in, but a few problems are expected to occur.

Ms Dixon announced the last City Council meeting to be held at the current City Hall is on Tuesday, March 21, 2000. Staff has prepared a small reception to honor the facility. Beginning April 4, 2000, City Council meetings will be televised from Milpitas Unified School District's Board Room.

The Planning Commission recently held a Midtown Planning Meeting for input from the public concerning the Main Street area. A presentation and rough draft of visions and goals from this meeting will be presented at the Planning Commission on Wednesday, April 22, 2000. Future Planning Commission meetings will be held in a modular unit at Fire Station 1 (on Main Street), and will be televised afterwards.

City staff has also been busy preparing next year's budget and meeting the priorities set forth by City Council. Currently, the City is doing well financially.

Ms. Stephens asked what would happen to all the artwork and photos currently throughout City Hall. Ms. Dixon replied some items will be relocated to the temporary City Hall, and some will find permanent locations at the new City Hall. All others will be placed in storage. During the relocation process, all the items have been well documented.

Ms. Dixon also announced the Sports Center renovation is in the final bid process. The project will include the enclosure of the breezeway, renovation of the gyms, locker rooms, aquatic offices, and the building of Milpitas' first Teen Center.

5. **CITY STAFF REPORT**

Lynette Wilson, Recreation Coordinator, announced the following upcoming events through Recreation Services: the Milpitas Community Concert Band's Spring Concert on Friday, March 24, 2000, at the Community Center; the Arbor Day Celebration on Saturday, April 8, 2000, at Cardoza Park; and the Children's Memorial Day Ceremony on Friday, April 28, 2000, at the Community Center.

6. **FUTURE AGENDA ITEMS**

None.

J. **ADJOURNMENT:**

MOTION to adjourn the meeting at 7:35 pm. M/S Fan/Wang
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, May 15, 2000**

MINUTES:

- A. The meeting was called to order at 7:10 pm by Vice-Chairperson Stephens.

B. **ROLL CALL**

Members Present Margie Stephens, Diane Davis, Sen Fan

Members Absent Robert Keely, Sonny Wang

County Staff: Ed Cavallini, Community Library Staff

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for March 20, 2000. M/S Davis/Fan.
Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

None.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

Motion to approve the Agenda for May 15, 2000. M/S
Davis/Stephens. Unanimous.

G. **OLD BUSINESS:**

1.1 None

H. **NEW BUSINESS:**

1.1 None

I. **OTHER BUSINESS:**

1. **FRIENDS OF THE MILPITAS LIBRARY REPORT:**

Commissioner Stephens reported the Friends of the Library's Book Sale held April 29-30, 2000, was very successful. The event earned between \$3,200 and \$3,400. She also reported the ongoing book sale earns \$700-\$900 on a monthly basis. The Friends of the Library is interested in knowing how the funding can be spent to assist the Library staff.

2. **COUNTY LIBRARIAN REPORT:**

Neither Susan Fuller, County Librarian, nor Julie Farnsworth, Deputy County Librarian, was able to attend the meeting. Ed Cavallini, Community Librarian, briefly reported on the events concerning the County Library. County Libraries, including Santa Clara, are currently trying to get back the ERAF funds that have been diverted away from Special District Libraries. They are trying to get a legislator to carry a bill that would turn these funds back to the Special Districts.

The County Libraries are all very busy. The Cities of Cupertino and Saratoga recently passed bond issues and are moving forward on rebuilding their facilities. The Cities of Milpitas, Morgan Hill, Campbell, and Gilroy are also moving forward with their expansions. The only sites that will not be working

on facility improvements are Los Altos and Alum Rock, due to their completion of renovations a few years ago.

3. **COMMUNITY LIBRARIAN REPORT:**

Ed Cavallini, Community Librarian, reported the City Hall Renovation project's construction site office has hooked into the Milpitas Library for electricity and phone services. The renovation will also include modifications to the divider between the City Hall and Library parking and allow additional parking spaces for Library patrons.

Mr. Cavallini also reported two staff members have recently had babies, and a new custodial staff person began at the Milpitas Library today. He also announced Santa Clara County and the Union have agreed to appoint a current staff member to a classification of Librarian II (with benefits).

Located in the Library is a donation box. Library staff recently retrieved out of the box an envelope that contained a letter from a Fremont resident stating how nice the Milpitas Library was and a donation of \$100.

On a personal note, Mr. Cavallini announced his last day as the Milpitas Community Librarian would be June 25, 2000. He will be retiring after 21 years of service in Milpitas. An Acting County Librarian would be appointed until the position is filled. The County's replacement policy is to fill from within the system through transfers/promotions, or if the applicant pool is low outside recruitment is conducted.

4. **CITY COUNCIL REPORT:**

Upon hearing Mr. Cavallini's retirement announcement, Council member Dixon stated she would approach City Council to name one of the rooms at the new Library after Mr. Cavallini. Ms. Dixon also stated the City is still researching data concerning the expansion of the Library, and it may turn into a rebuilding of the facility instead of an expansion. An

issue that requires additional research is the location of the library during the construction period.

Ms. Dixon reported the current City Hall building would be torn down within the next few weeks. A Hazardous Materials team is currently going through the facility identifying and removing problems. Invitations for the Ground Breaking Ceremony on June 5, 2000, will be sent out soon. Currently the Renovation project is under budget.

Ms. Dixon also stated a TOT (Transient Occupancy Tax) survey will soon be conducted to find out the community's interest in raising funds to improve the library, or build a Cultural Arts Center or a Visitor's Center. The TOT would only affect taxes when staying at hotels in the City. Currently the TOT rate in Milpitas is 8% and the City would be proposing 10%. Should the results of the survey be in favor of raising the TOT, it will be placed on the November election ballot.

Additional announcements from Ms. Dixon are as follows: City staff is currently in the budget process; City Council will hold the Budget Hearing on Tuesday, May 23, 2000; the attendance at City Council meetings has remained the same since relocating to the Milpitas Unified School District's facility; and the 6th annual Firefighters' Recognition event took place earlier today, and family members were able to take part in the event.

Ms. Dixon also announced this year's Relay For Life event will be held June 23-24, 2000. The event is in association with the American Cancer Society and will be held at the Milpitas Sports Center. Teams of 10-15 members raise funds and walk around the track for 16 hours. Part of the event includes a luminary ceremony, and Ms. Dixon distributed donation forms for anyone who was interested in sponsoring a luminary bag in memory of or in honor of someone who has passed away from, is fighting or has survived cancer.

5. CITY STAFF REPORT

Lynette Wilson, Recreation Coordinator, reported the renovation at the Milpitas Sports Center's pools began May 9, 2000, and other phases of the facility renovation would take place through March 2001. Recreation Services recently held the Children's Memorial Day Ceremony on April 28, 2000, to honor children who have suffered from abuse and violence and to bring attention to the problem. Other upcoming events taking place in the next few months are Fishing In The City on May 21, 2000, Memorial Day Ceremony on May 29, 2000, Milpitas Community Concert Band Concert on June 23, 2000, July 4th Festival and Fireworks on July 4, 2000, and Summer Concert Series on June 27, July 11, July 25, and August 8, 2000.

6. FUTURE AGENDA ITEMS

Update report on ERAF funds.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:58 pm. M/S Davis/Fan
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, July 17, 2000**

MINUTES:

A. The meeting was called to order at 7:00 pm by Chairperson Keely.

B. **ROLL CALL**

Members Present Robert Keely, Margie Stephens,
Diane Davis, Sen Fan, Sonny Wang

County Staff: Julie Farnsworth, Deputy County Librarian
Karen Burnett, Community Library Staff

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for May 15, 2000.
M/S Stephens/Fan. Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

None.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

Motion to approve the Agenda for July 17, 2000.

G. **OLD BUSINESS:**

1.1 None

H. **NEW BUSINESS:**

1.1 Library Building Project and Proposed Transient Occupancy Tax Ballot Measure.

Council member Jose Esteves, a member of City Council's Library Subcommittee, presented to the Library Advisory Commission an overview of the Library Building Project and the proposed Transient Occupancy Tax ballot measures. Mr. Esteves reported City Council recognizes the library is undersized and in need of expansion, but the challenge of expanding or rebuilding the facility is funding for the project. A project this size would require community support. In the past, the community has shown strong support with Measure A in 1988. City Council has suggested the possibility of funding the project through an increase to the Transient Occupancy Tax (TOT). The current TOT in Milpitas is 8%. It is predicted that an additional \$1.5 million could be earned if the TOT was increased to 10%. In past years, a ballot measure to increase the TOT failed due to voters not knowing the TOT is a tax for hotel/motel patrons and not a tax to residents. The City recently conducted a public survey to learn what residents would support should the TOT be increased. The results were in favor of expanding/building the library facility.

Mr. Esteves stated that neither City staff nor any of the City's Commissions are legally able to run a campaign, but the Commission can show support for the measure by adopting a resolution of support and/or form a subcommittee to assist in promoting the measure. Mr. Esteves read the draft of the proposed ballot developed by the Library Subcommittee and requested the Library Advisory Commissioners review the draft and forward their recommendations concerning the ballot's

language to the City' Attorney by Thursday, July 20, 2000. The ballot language would be reviewed at the August 1, 2000, City Council meeting.

Commission asked the audience in attendance for any comments on the Library Building Project and/or TOT Ballot Measure. The comment made by the audience member was, "We need a new library."

Motion for the Library Advisory Commission to pass a resolution supporting efforts of City Council to build a new or expanded library with supplemental funding from the increased Transient Occupancy Tax. M/S Davis/Fan. Unanimous.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens reported the Friends of the Library look forward to working with Karen Burnett. The next Book Sale will take place in October, 2000.

2. COUNTY LIBRARIAN REPORT:

Julie Farnsworth, Deputy County Librarian, introduced Karen Burnett, the new Milpitas Community Librarian, to the Library Commission. Ms. Farnsworth gave a brief description of Ms. Burnett's experience, both in the public and school library systems.

Ms. Farnsworth also reported she and Ms. Burnett attended the recent American Library Association Convention in Chicago. In an effort to reach a greater number of applicants and to offset the candidates' travel expenses for interviewing, Ms. Farnsworth and Ms. Burnett conducted oral boards at the Convention with over 20 candidates for positions in Santa Clara County's Library system. For the next stage of

interviews, they will be using video conferencing.

3. **COMMUNITY LIBRARIAN REPORT:**

Karen Burnett, Community Librarian, stated her pleasure so far in working in Milpitas and looks forward to everything it brings. She also stated she has an interest in how space is used in the library and has attended workshops on this matter.

Ms. Burnett updated the Commission on current library programs. The children's reading program continues to be strong with 600 participants. The book discussion group continues to meet and is doing well. The author of "Irish Soldier of Mexico" was at the Milpitas Library last week for a book discussion. The event went well, but had low attendance. She stated staff would work on additional publicity for similar future events. The library also has received 200 DVDs (digital video disks) for the public to check out. Due to the popularity of them, a limit of 2 adult and 2 youth DVDs has been implemented per person.

Ms. Burnett announced some changes that will soon take place at the library. A few new positions (1.5 clerks Full-Time Equivalent, and 1 janitor) will be hired. These positions were recently funded with the new budget. The library will also be converting some current computer terminals into Internet access terminals for public use.

4. **CITY COUNCIL REPORT:**

Council member Dixon reported the City Hall project is moving along. The process of digging out the underground parking lot has started. The City Hall project has met some difficulties in finding proper vendors and subcontractors, but the project's contractor, Turner Construction, has been great to work with to date.

The Planning Commission's Mid-Town Planning project will go the City Council in early August for concept approval. The commission is planning additional public meetings for the

project. The City will also be purchasing 3.3 acres from the VTA in the area of Tasman and Alder. The land will be used for a hotel and convention center facility (15,000-20,000 square feet). Ms. Dixon also announced the City had conducted two ribbon cutting ceremonies for the on and off ramps of the 237/880 Interchange project, and another ribbon cutting ceremony will take place on August 5, 2000, for the Dixon Landing Road/McCarthy Blvd. Intersection.

Ms. Dixon reported the Relay For Life event on June 23-24, 2000, raised funds in the amount of almost \$90,000. This year's event had 26 teams participate. An evaluation meeting will be held next week to recognize "the good, the bad, and the ugly" elements of the event.

5. CITY STAFF REPORT

Lynette Wilson, Recreation Coordinator, reported the July 4 Festival went very well with many in attendance. The Milpitas Community Concert Band, Make-A-Circus, and Cotton Candy Express provided the entertainment, along with food and community booths. The fireworks display in the evening was well attended and the fireworks themselves were spectacular. The renovation at the Milpitas Sports continues and a ground-breaking ceremony was held on July 6 for the new Teen Center. Ms. Wilson also announced several upcoming Recreation Services events this summer: Rainbow Theatre's production of "Hello Dolly!" on July 27-August 5; Swim Olympics at the Milpitas Sports Center on August 5; and the remaining two Summer Concert Series performances (String of Pearls on July 25, and Jukebox Heroes on August 8.)

6. FUTURE AGENDA ITEMS

Methods to support for the Transient Occupancy Tax measure.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 8:35 pm.
M/S Davis/Stephens. Unanimous.

Respectfully Submitted,

Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, November 20, 2000**

MINUTES:

- A. The meeting was called to order at 7:10 pm by Sonny Wang.

B. ROLL CALL

Members Present: Diane Davis, Sen Fan, Sonny Wang

County Staff: Susan Fuller, County Librarian
Karen Burnett, Community Library Staff

City Staff: Lynette Wilson, Recreation Services Coordinator

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for July 17, 2000. M/S Fan/Davis. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

The City's Annual Recognition Dinner for Commission and Committee Members will be held on Monday, January 29, 2001, 6:30 pm, at the Sheraton Hotel, Milpitas. A formal announcement will soon be mailed out.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA:

Motion to approve the Agenda for November 20, 2000. M/S Davis/Fan. Unanimous.

G. OLD BUSINESS:

1.1 None

H. NEW BUSINESS:

1.1 Library Building Project Status Report

Cindy Maxwell, City of Milpitas' Senior Administrative Analyst, reported to the Commission the status of the Library Building Project. She reported Measures H and I both successfully passed with a solid majority during the recent November election. The Council subcommittee for the project will meet in early December, 2000, to discuss the scope of the project (if it will include other activities, such as art programs), how the project will be organized, and how the public or other groups will be involved in the planning. She mentioned the funding for the project still needs to be addressed, as well as how the project will advance with the JPA (Santa Clara County's Joint Powers' Authority) involvement, and the passing of Proposition 14.

Commissioner Davis questioned if the current library facility will be torn down. Ms. Maxwell responded the subcommittee is looking at rebuilding on the current site but studies can still be done for alternate locations. Ms. Maxwell also responded some preliminary searches have been conducted for Library relocation and the current site was found to be most cost efficient. The Commission's concern was that the new location be easily accessible and include areas for future expansion.

Commissioner Fan questioned what the Library Advisory Commission's role would be in the project. Ms. Maxwell responded the subcommittee would be discussing the Commission's role and the interaction between the two groups, making sure there would be a direct line of communication. The subcommittee would seek input from the Library Advisory Commission on how the project will advance and possible alternate locations for the facility.

Susan Fuller, County Librarian, reminded the Commission the subcommittee is in the preliminary stages and final decisions have not been made. Input will be sought from the Commission, public, schools, etc., just as it has been done in other communities within Santa Clara County when libraries have been built. She said it would be a lengthy process to get all the information from the community for the best possible facility.

Ms. Maxwell reminded the Commissioners to contact her should any other questions arise before the next Commission meeting.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Davis stated a Book Sale was held in October, 2000. The sale raised approximately \$3,400.00, which might be lower than the last sale.

2. COUNTY LIBRARIAN REPORT:

Susan Fuller, County Librarian, reported Proposition 14 passed and will provide \$350 million for new library construction and renovation projects throughout the California. The State is beginning the process of forming a Board (State Librarian, State Treasurer, and State Financial representative) to decide at how funding will be distributed. The regulations would most likely be finalized in Spring 2001. To date, approximately \$2 billion worth of construction/renovation projects have been identified with only \$350 million available.

Ms. Fuller announced Santa Clara County has been ranked first out of 9,000 in the country in a national recognition of libraries. The main reason for the placement was the extremely high rate of circulation per capita. A public reception will be held to celebrate this placement on December 5, 2000, at 4:30 pm, at the Milpitas Library.

Ms. Fuller also mentioned other cities are currently going through library building projects. The City of Saratoga passed a bond and is currently in the process of designing the facility. The Cities of Morgan Hill and Cupertino are also in the beginning stage of their projects.

Ms. Fuller reported Santa Clara County is still attempting to receive funding back from the State. Bills will soon be introduced that should assist counties in this matter.

Ms. Fuller stated the County is working with a consultant, Tom Shanks, to work on ethical decision making issues with Library staff. The training will begin with manager positions and continue down the ranks until all staff has been trained, and incorporated into future new-staff orientations. Mr. Shanks is the same person the County worked with on Internet issues in the past.

3. **COMMUNITY LIBRARIAN REPORT:**

Karen Burnett, Community Librarian, reported on current and upcoming projects occurring at the Milpitas Library. She has created a group study area, relocated the Periodical reading area, reorganized the entry way, installed new lighting at the Circulation Desk, created a “Quiet Zone” in the History Room, removed the non-working conveyor belt, and relocated collections to be more user friendly and accessible. Future projects include new carpet, new computers at the Circulation Desk, workrooms, and signage.

Ms. Burnett also announced some staffing changes. She is currently recruiting to fill the following positions: Custodian, Young Adult Librarian, several Pages and Clerks. She also announced the Circulation Supervisor will be on leave for four months and Robert Bright would be the Acting Circulation Supervisor.

The current programs and services taking place at the Milpitas Library are as follows: Author Program; writing workshops through Poets & Writer, Inc.; Book Discussion Group; Class visits on Wednesday mornings; Volunteer Orientations; and Reading Program tours for other Reading Program staff. Other upcoming projects include reestablishing guidelines for Community Room use; reorganizing the Internet Computer area; and creating a second Book Drop.

Ms. Burnett reported she recently attended the California Library Association Conference, the Building the 21st Century Library Institute, and the Library of the Future Institute.

4. **CITY COUNCIL REPORT:**

No report was available.

5. **CITY STAFF REPORT**

Lynette Wilson, Recreation Coordinator, mentioned Milpitas Recreation Services would be holding the Tree Lighting Ceremony and Community Sing-along on December 1, 2000, and Lunch with Santa on December 9, 2000. She also announced the City of Milpitas was selected as one of 35 finalists for Nations In Bloom, which is an international award for environmental practices. Four city employees will travel to Washington, D.C., November 30-December 5, 2000, to make the final presentation to the panel of judges. Recreation Services is also currently recruiting for three Coordinator positions in the areas of Aquatics, Marketing/Special Events, and Volunteer Services.

6. FUTURE AGENDA ITEMS
Building Project Update

J. ADJOURNMENT:
MOTION to adjourn the meeting at 7:45 pm. M/S Davis/Fan. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, September 20, 1999**

MINUTES:

A. The meeting was called to order at 7:02 pm by Chairperson Keely.

B. **ROLL CALL**

Members Present Robert Keely, Sen Fan, Margie Stephens,
Sonny Wang

Members Absent Vacant Position (1)

County Staff: Ed Cavallini, Community Librarian
Susan Fuller, County Librarian

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for July 19, 1999, with the correction under I. Other Business, Item 3 Community Librarian Report. Mr. Cavallini noted that in the fifth paragraph, it should read Los Altos instead of Los Gatos. M/S Stephens/Fan. Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

Ms. Stephens announced the Book Sale was scheduled for October 1-3, 1999.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

MOTION to approve the Agenda for September 20, 1999, with the addition under G. Old Business, Item 1.1 Staff Proclamation.

M/S Fan/Wang. Unanimous.

G. **OLD BUSINESS:**

1.1 Staff Proclamation:

Mr. Cavallini, Community Librarian, was asked at the Library Advisory Commission's July 19, 1999, meeting to prepare a Proclamation to recognize the Milpitas Library staff. Mr. Cavallini distributed a draft of said Proclamation for the Commission's review. Commissioners' comments reflected if a joint Proclamation would be acceptable for City Council, and the date listed on the Proclamation. Councilmember Dixon responded that it would be acceptable for City Council and Library Advisory Commission to present a joint Proclamation. The date of the proclamation was changed to Saturday, October 9, 1999, since Saturday is one of the busiest days of the week at the Library. Mr. Cavallini reported that the Proclamation would be framed and displayed in the public's view. Motion to adopt the Proclamation with the amended dates. M/S Stevens/Fan. Unanimous.

H. **NEW BUSINESS:**

1.1 None

I. **OTHER BUSINESS:**

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens announced the next large book sale would be held on October 1-3, 1999, with many books available to purchase. She would be using volunteer assistance in the preparation of sorting books and set-up.

2. **COUNTY LIBRARIAN REPORT:**

Susan Fuller, County Librarian, announced that in a recent nation-wide ranking of libraries, the Santa Clara County Library System ranked second place. Santa Clara County was ranked seventh place in last year's listing.

Ms. Fuller reported an update on the Library Bond Bill, SB-3. The Bill has increased to \$350 million dollars, was expected to be signed by Governor Davis, and to be placed on the March ballot. SB-3 had become stronger since it was combined with one of Governor Davis' goals of supporting schools. The wording of SB-3 was reworked to reflect education.

Also reported to the Commission by Ms. Fuller was the Joint Powers Authority's (JPA) Citizen Advisory Committee's (CAC) next meeting date of October 20, 1999, in Campbell. Due to Mr. Keely's resignation from CAC, another Commission member would need to take his place. Until another Commissioner was appointed to the CAC, Ms. Stephens stated that she would attend the October meeting as an unofficial representative. Mr. Wang stated that he would serve as an alternate.

Ms. Fuller announced the JPA would hear recommendations from the City Managers' Group, along with other financial information, at its October 28, 1999, meeting. The City Managers' Group would like to fund the drawing stage of design for Gilroy, Milpitas, and Saratoga, should SB-3 pass. Library staff have begun gathering information on space assessments so the projects could move forward when JPA makes the decision on building changes, should SB-3 pass.

Ms. Fuller also announced to the Commission that a recent article in the San Jose Mercury News concerned funding problems in the County Assessor's Office. She assured the Commission that Milpitas was not involved, and the County Board should soon make their budget complete.

3. **COMMUNITY LIBRARIAN REPORT:**

Ed Cavallini, Community Librarian, reported that over the summer the Library staff worked to make the facility more user friendly. The NT computer system was in place with much anticipation from the public. The new system included three more Internet stations, which has assisted in reducing the number of patrons waiting for access. The configuration of the library shelving was redone and an additional 1000 feet of taller shelving added, and lost only a few table spaces. Blinds were scheduled to be replaced in September, and carpets cleaned in October. The restrooms will also be having Changing Stations installed.

Mr. Cavallini stated that the Summer Reading Program had 800 participants, 200 young children participated in the "Read to Me" Program, and 65 participants were involved in the Young Adults Reading Program. The Library has also had an increase in youth wanting to volunteer their time, since many schools now require volunteer hours. Monthly orientations and training take place to help place the youth. The Library staffs' experience with youth volunteers has been good, except that they require much supervision and careful selection of duties due to their young ages. A problem with volunteers is finding duties that do not infringe on the normal duties of staff.

4. **CITY COUNCIL REPORT:**

Councilmember Dixon informed the Commission that several key personnel changes were taking place. The changes consisted of City Manager Greg Larson accepting another position; Assistant City Manager June Catalano replacing Mr. Larson in the acting position; Chief Information Officer Liza

Lowery accepting another position; Human Resources Director Julie Yuan-Miu accepting another position; and Bill Weisgerber was in place as the new Fire Chief.

Ms. Dixon reported that the City Hall Project was moving along. The project team meets monthly on the design and amenities. In October 20% of the design was to be completed and 30% in November. The design shown in the recent Milpitas Post article was an early stage design and did not reflect the softer lines that were being incorporated. The architect group has kept in mind the entire Civic Center site of City Hall, Library, Community Center, pond, and future City Hall expansions during the design of the new facility. During the renovations, City Hall would be moving to the Great Mall of the Bay Area, near the Burlington Coat Factory location. The City would have to pay for tenant improvements, but no rent. Ms. Dixon also reported that the Sports Center would begin renovations in the next few months, with a budget of \$1.5 million dollars.

5. **CITY STAFF REPORT**

Lynette Wilson, Recreation Coordinator, announced the Fall issue of the Milpitas Connection Magazine Activity Guide was delivered to residents at the beginning of September, and highlighted activities for the months of October 1999-January 2000. Recreation Services was also working with the Great Mall of the Bay Area to co-sponsor the Halloween event at the mall on Friday, October 29, 1999, 4:30-8:30 pm.

J. **ADJOURNMENT:**

MOTION to adjourn the meeting at 7:54 p.m.

M/S Wang/Stephens. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, January 24, 2000**

MINUTES:

A. The meeting was called to order at 7:05 pm by Chairperson Keely.

B. **ROLL CALL**

Members Present Robert Keely, Diane Davis, Margie Stephens,
Sonny Wang

Members Absent Sen Fan

County Staff: Karen Armendariz,
Community Library Staff
Susan Fuller, County Librarian

City Staff: Lynette Wilson,
Recreation Services Coordinator

City Council: Patricia Dixon

C. **APPROVAL OF MINUTES:**

MOTION to approve Minutes for November 15, 1999, with the grammatical corrections noted by Ms. Davis, and the correction of the name "Kevin Howard" to "Evelyn Howard" under I. Other Business, Item 3 Community Librarian Report.

M/S Stephens/Davis. Unanimous.

D. **ANNOUNCEMENT/CORRESPONDENCE:**

Ms. Wilson announced the City of Milpitas and Community Advisory Commission would be holding a Community Celebration to kick-off its Neighborhood Beautification efforts. The event would be held February 2, 2000, at the Milpitas Community Center Auditorium at 7:00 pm.

E. **CITIZENS FORUM:**

None.

F. **ADOPTION OF AGENDA:**

M/S Davis/Wang. Unanimous.

G. **OLD BUSINESS:**

1.1 None

H. **NEW BUSINESS:**

1.1 Election of Officers:

According to the Library Advisory Commission By-laws, Commission is required to elect a Chairperson and Vice-Chairperson each January for a one-year term. The last Election of Officers was held on May 17, 1999. This item is scheduled for this meeting to be current with the By-laws

Commissioner Keely opened the floor for nominations for Library Advisory Commission Officers. Commissioner Keely was nominated for Chair. Commissioner Stephens was nominated for Vice-Chair.

Motion to close for floor for nominations.

M/S Stephens/Davis. Unanimous.

Motion to elect Commissioner Keely as Chairperson.

M/S Stephens/Davis. Unanimous.

Motion to elect Commissioner Stephens as Vice-Chairperson.

M/S Keely/Davis.

I. **OTHER BUSINESS:**

1. **FRIENDS OF THE MILPITAS LIBRARY REPORT:**

Commissioner Stephens reported the ongoing Book Sale Program continues to bring in funds. She is interested in new avenues of acquiring additional book donations (not magazines). Suggestions from the Commission included printing information on Utility Bills, PSA on Channel 15 and in the Milpitas Post, and posting signs at the Library. Ms. Stephens also reported the Friends of the Milpitas Library are seeking ideas for spending its funds. Library staff suggested a new stand-alone computer, 21" monitor, scanner, and color printer with photo quality print.

2. **COUNTY LIBRARIAN REPORT:**

Susan Fuller, County Librarian, reported the Library staff met with City staff concerning the Library in general, and to bring the Library up to architectural status. County Library staff has submitted a Letter of Request for City staff to be involved with the building plans. Currently Proposition 14 does not allow current projects to go beyond the drawing stage process.

Ms. Fuller distributed information concerning Proposition 14 (SB3). She requested support and encouragement from City officials for Proposition 14 because it would provide \$350

million throughout the state, with individual awards as high as \$20 million. At this point information about Proposition 14 had been spread through word-of-mouth due to its limited campaign budget. Ms. Fuller noted a positive article in a recent issue of the Milpitas Post in support of Proposition 14.

In response to Ms. Fuller's request for support of Proposition 14, the Milpitas Library Advisory Commission motioned as a whole to support Proposition 14, and to advise City Council to support it. M/S Wang/Davis. Unanimous

Ms. Davis questioned the process of the library expansion. Ms. Fuller responded she would request members of City Council, Library Advisory Commission, City staff, School District, and the community to work with the appropriate architectural group. The Focus Group and public meetings would be a part of the process, but the meetings need to be well planned out to receive specific input from everyone in the community. City staff would also do site visits to other libraries within California for ideas on correct planning. Careful design would be important due to seismic needs and limited space requirements.

Commissioner Wang asked who would oversee the funds should Proposition 14 pass. Ms. Fuller responded the funds would be administered through the State of California, and would be distributed to those who were awarded funding. The County Library is committed to paying for design fees for the building. The JPA would discuss the process for remaining payments. The application for Proposition 14 funds would be a joint effort between the City of Milpitas and the Santa Clara County Library System.

Ms. Fuller reported the JPA (Joint Powers Authority) would be meeting on Thursday, January 27, 2000, in Campbell. The Citizen Advisory Commission had met and worked on several issues, one being Measure A.

3. COMMUNITY LIBRARIAN REPORT:

Karen Armendariz, Community Library staff representing Ed Cavallini, updated the Commission on recent improvements at the Milpitas Library. Blinds have been installed on windows, and glare-filter film has been placed on the Community Room door windows in place of the blinds. The Library continues to be in full swing and busy since the recent holiday break.

4. **CITY COUNCIL REPORT:**

Ms. Dixon announced City Hall staff was starting to pack up in preparation for the move to the Great Mall during first weekend in April. City Hall staff will be relocated to the former Burlington Coat Factory storefront, with access through the outside only. Some disruption is expected at the Library and Community Center during the renovation project. The new City Hall will be relocated closer to the corner of Milpitas Blvd., and Calaveras Blvd., and the current building's backdoor area will be the new facility's public plaza. A walkway is planned around the entire Civic Center Complex to connect it all together. Photos currently located in City Hall will be incorporated into the new facility's artwork.

Ms. Dixon also announced the Milpitas Sports Center is scheduled to begin renovation in February; Relay For Life is scheduled for June 23-24, 2000, with Althea Polanski as Chair, and Trish Dixon and Marsha Grilli as Co-Chairs; and City Council requested the City's July 4th event continue this year with a festival and fireworks display.

5. **CITY STAFF REPORT**

Lynette Wilson, Recreation Coordinator, reported the Spring issue of the Milpitas Connection Magazine Activity Guide was distributed to Milpitas residents in early January, and covers programs held February-May. The Rainbow Theatre youth drama program just finished its production of "Schoolhouse Rock Live." Ms. Wilson also announced she would bring a camera to the March 20, 2000, meeting for an updated Library

Advisory Commission photo.

6. **FUTURE AGENDA ITEMS**

None.

J. **ADJOURNMENT:**

MOTION to adjourn the meeting at 8:00 pm.

M/S Davis/Stephens. Unanimous.

Respectfully Submitted,
Lynette Wilson

LIBRARY ADVISORY COMMISSION PRIOR MINUTES ARCHIVE

CITY OF MILPITAS LIBRARY ADVISORY COMMISSION Monday, July 19, 1999

MINUTES:

- . The meeting was called to order at 7:02 pm by Chairperson Keely.

B. ROLL CALL

Members Present: Robert Keely, Sen Fan, Margie Stephens

Members Absent: Marian Ours, Sonny Wang

Please Note: Marian Ours is in the process of moving out of state, leaving her position vacant.

County Staff: Ed Cavallini, Community Librarian
Susan Fuller, County Librarian

City Staff: Lynette Wilson, Recreation Services
Coordinator

City Council: Patricia Dixon

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for March 15, 1999.

M/S Fan/Stephens. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA:

MOTION to approve the Agenda for July 19, 1999.

M/S Stephens/Fan. Unanimous.

G. OLD BUSINESS:

1.1 None

H. NEW BUSINESS:

1.1 None

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens reported that the on-going monthly book sales in the Library bring in more than the "Big Sales." The on-going sales require daily restocking where as the big 3-day sales require additional set-ups, staffing, and breakdowns.

2. COUNTY LIBRARIAN REPORT:

Susan Fuller, County Librarian, reported the County is in the final stages of replacing/ updating to NT status all the computer terminals at the libraries. During the upgrading at the first few libraries, the staff were able to identify many problems which assisted the installments at the remainder locations.

At the June 3, 1999, Joint Powers Authority (JPA) meeting, the board passed its new budget, and reaffirmed its Internet Policy. There were a few people in attendance who wanted the policy to be changed. They felt staff should closely monitor what was being viewed while youth are using the Internet.

Ms. Fuller also restated that requests for support for Senate Bill SB3 (a Bond of \$1 Billion) are currently being sought. Although the Bill would not be voted on until next year, it is important. SB3 would assist in the rebuilding of library facilities. If passed, Milpitas could benefit since it is a match fund of 65% to 35% from local contributions.

Ms. Fuller announced that the JPA's Community Advisory Committee (CAC) resolved their meeting schedule situation. The CAC has decided to meet for two regularly scheduled meetings, and have an option of holding 2 special meetings each year to deal with special projects. Ms. Fuller stated that if Commissioner Keely wished to drop from the CAC, City Council would need to re-appoint another commissioner to the CAC.

Ms. Fuller mentioned the City Managers' group continues to meet to discuss the Building Fund situation. The group plans on presenting their recommendations to the JPA in the Fall.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, reported on Wednesday,

July 14, 1999, the 45 old personal computers at the Milpitas Library were replaced with 29 new systems and 16 upgraded systems were still to be reinstalled. The computer switch-over has been fairly easy since many of the problems were worked out during the switch-overs at the other libraries. The Library's History Room is being used as the work station during the replacement process. The old computers are being sent to RAFT, which will benefit schools and teachers as resources. Mr. Cavallini reported the public has not been affected by the replacement of computers, and in fact, enjoy the more user friendly format and faster systems.

Ms. Stephens asked if there would be a difference with what is currently On-Line. Mr. Cavallini and Ms. Fuller responded that the actual functions would be the same, but the look of the function would be different.

Mr. Cavallini mentioned the Summer Reading Program was now in its fourth week. Entertainment has included musicians, singers, jugglers, and even a group of youth at the library who have performed small plays. To date, there has been 580 youth signed up and involved in the Summer Reading Program.

Mr. Cavallini apologized to the Commission concerning the Recognition of Appreciation project discussed at the Library Advisory Commission meeting on May 17, 1999. He reported he had not followed through in contacting the City Clerk. He stated he would put together a draft letter of hard data statistics concerning the staffs' service accomplishments and forward it to Council Member Dixon for review. He also said he would try to get photos of the staff to have on display in a collage form for City Council and in the Library.

Ms. Stephens asked which library had the largest circulation. Mr. Cavallini and Ms. Fuller responded Cupertino is the largest with Milpitas and Los Gatos fairly close in second place. All three sites have over 1 million circulation and two additional sites were getting close to breaking a million. The increase in circulation at all the sites has taken place without an increase in staff or operating hours. In the future, there could be a decrease in library use due to the increased resources on-line, but the libraries would still provide as locations for the diverse communities to gather together.

4. CITY COUNCIL REPORT:

Council member Dixon announced that several projects are

continuing to move forward. Requests for Quotations (RFQ's) for the Mid-Town Plan have been sent out for consultants and 24 have been received. The Mid-Town Plan consists of the area of Milpitas between Calaveras and Main Street/Abel Street and Montague and Main Street/Abel Street. City Council will be requesting redevelopment status from the State for that area. City Council/Staff are also forming a list of what they would like to see encouraged, and not encouraged, developed in that area. Consultants and the lists will be presented to City Council in September.

The architects on the City Hall project are currently looking at the land layout and space assessment, and factoring in the needs up to 20 years from now. As a part of the project, they are also looking at the Civic Center area as a whole, which includes adding on approximately 14,000 square feet to the Library, and some changes to the Community Center. There is also a possibility of including an outdoor amphitheater in the area where the flute player now is located. The issue currently up in the air is staff relocation. The group is trying to decide whether to rebuild in the same location where City Hall now sits and relocate staff elsewhere, or to build next to current City Hall and relocate staff once the new building is complete. The parking situation is also still being looked at in whether or not to have some type of multi-level parking structure.

Ms. Dixon also mentioned the Great Mall project is still moving along. The multi-theatre complex and Dave and Busters are still progressing forward.

5. CITY STAFF REPORT

Lynette Wilson, Recreation Coordinator, announced the upcoming events offered through Recreation Services which include Rainbow Theatre's performance of "Oliver!", July 23-31, Summer Concert Series at Augustine Park, "Bobby Reed and the Surprize Band" on July 27 at 6:30 pm, and at Cardoza Park, "Stone Gypsy" on August 10 at 6:30 pm. The City will be holding a dedication ceremony of the Hetch Hetchy Trail on Thursday, August 5, at 1:00 pm.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:50 p.m.

M/S Fan/Stephens. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, May 17, 1999**

MINUTES:

- . The meeting was called to order at 7:05 pm by Chairperson Keely.

B. ROLL CALL

Members Present: Robert Keely, Sen Fan, Marian Ours, Margie Stephens

Members Absent: Sonny Wang

County Staff: Ed Cavallini, Susan Fuller

City Staff: Lynette Wilson, Recreation Services Coordinator

City Council: Patricia Dixon

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for March 15, 1999.

M/S Stephens/Fan. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

None.

E. CITIZENS FORUM:

None.

F. ADOPTION OF AGENDA:

MOTION to approve the Agenda for May 17, 1999.

M/S Ours/Stephens. Unanimous.

G. OLD BUSINESS:

1.1 Election of Officers:

Commissioner Keely opened the floor for nominations for Library Advisory Commission Officers. Commissioner Keely was nominated for Chair. Commissioner Stephens was nominated for Vice-Chair.

Motion to close the floor of nominations for Officers. M/S Fan/Stephens. Unanimous.

Commissioners voted to retain Commissioner Keely as Chair, and Commissioner Stephens as Vice-Chair.

H. NEW BUSINESS:

1.1 Internet Filters:

Susan Fuller, County Librarian, reminded the Commissioners of

the Joint Powers Authority (JPA) background regarding Internet filters on computer systems in the libraries. JPA's current policy stipulates filters on youth terminals and not on adult terminals. Library staff currently do not monitor screens. The JPA will review the Internet policy at its' June 3, 1999, meeting and is seeking input on the Internet Filter policy.

Ed Cavallini reported that Milpitas has had only one incident where a child was on a filtered terminal and a photo appeared on the screen. Mr. Cavallini stated that the parent was not upset, but notified staff of the incident to make them aware of the flaw in the filter.

Mr. Keely stated the system was working well in Milpitas if only one incident had been reported since it began.

Motion to support the current policy as it now stands. M/S Ours/Stephens. Unanimous.

1.2 Recognition/Appreciation of Staff Service

Commissioners discussed different ways to show their appreciation to the staff of the Milpitas Library for their dedicated and successful service. Commissioners recommended a letter of Appreciation and a Certificate to be posted in the Library, with copies sent to the Milpitas City Council.

Commission also discussed having available a comment book for library patrons to sign, but decided against it due to the need of staff monitoring, and the potential of misuse through inappropriate comments.

Council member Dixon recommended a commendation be presented to the staff by City Council, and photos be taken of staff.

Mr. Cavallini would follow-up with the City Clerk for presentation at the City Council meeting on June 1, 1999.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens reported that the April Book Sale raised approximately \$3,200. The Friends of the Milpitas Library also was in the process of placing the Summer Reading Club book orders. The Story Times program remains popular.

2. COUNTY LIBRARIAN REPORT:

Susan Fuller reported that at the June 3, 1999, meeting, the JPA would be discussing the Internet policy, and adopting

it's 1999-2000 budget. Also on the table for the JPA's discussion would be the issue of the City of San Jose building a library on the James Lick High School campus and seeking cooperation from the County's Library System. It is unknown if the new building would replace the current Alum Rock branch or be in addition to it. The current Alum Rock building has 4 years left on its lease.

Ms. Fuller also reported that the year 2000 SB3 (\$1 Billion Bond Bill) concerns library construction and remodeling. She mentioned that even though the Bill is not until next year, there was a sense of urgency now for its support for passing. It does not contain income criteria, and legislation would be helpful, especially for Milpitas. The competition for this Bill is with transportation and school bonds.

Ms. Fuller stated the Community Advisory Commission (CAC) of the JPA has gone through some decision making in the past months and is suggesting a restructure of its meetings. The CAC believes that by holding fewer meetings it would be able to focus on current issues, and still have the option for additional meetings when the need arises.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, reported that preparation for the Summer Reading Program was in progress. Also currently taking place, is the booking of summer performers. The competition is high with all the different summer programs in the area.

Mr. Cavallini also informed the Commission that the library offers a Book Discussion group for adults. The group meets the fourth Wednesday of each month. There is also the possibility both film and music discussion groups may form in the future.

Another successful program at the Milpitas Library has been its Volunteer Program. Staff member Sara Coronado has taken the lead as the coordinator. At the orientation meeting held in April, 42 youth attended. The volunteers assist staff by working on projects.

Mr. Cavallini also announced that the Elmwood Reading Program held its graduation during the previous week.

4. CITY COUNCIL REPORT:

Council member Dixon announced that the recruitment for the Civic Center project had been narrowed down to two firms, and trips to the Los Angeles area had occurred to

review some of their projects.

Ms. Dixon also mentioned City Council would be busy at the following evening's meeting with the issues of Neighborhood Ordinances, EPAC and PG&E's meter replacement, Contract Management Teams, City Hall Renovation, Sports Center/Teen Center Renovation, and the Bike & Trail System Masterplan.

It was also announced by Ms. Dixon that Tasman now expands into Milpitas. Also, Supervisor Pete McHugh would be at City Hall on Thursday, May 20, 1999, for transportation issues. The County has the authority to spend Measure A/B funds, and VTA (Valley Transportation Authority) wants the funds to be used for specific items.

5. CITY STAFF REPORT

Recreation Coordinator Wilson announced the upcoming events offered through Recreation Services which include the Youth Advisory Commission's Youth Talent Show (May 19), Fishing in the City (May 23), Relay For Life (June 25-26), Milpitas Community Band Concert (June 25), Summer Concert Series kick-off with a Jammie Concert for children (June 29), and the Star Spangled Fourth of July Celebration (July 4).

Ms. Wilson announced the City of Milpitas organization would receive new phone numbers on May 24, 1999. A Directory of Local Officials reflecting the new City numbers would be distributed when it becomes available.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:45 p.m.

M/S Fan/Ours. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, March 15, 1999**

MINUTES:

- . The meeting was called to order at 7:02 p.m. by Chairperson Keely.

B. ROLL CALL

Members Present: Robert Keely, Margie Stephens, Sonny Wang

Members Absent: Sen Fan, Marian Ours

County Staff: Ed Cavallini, Carol Jaech

City Staff: Lynette Wilson, Recreation Services
Coordinator

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for January 25, 1999.

M/S Wang/Stephens. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

The Relay For Life video was presented to Commission. Relay For Life is a fundraising event co-sponsored by the City of Milpitas and American Cancer Society. It will be held at the Milpitas Sports Center, Friday-Saturday, June 25-26, 1999.

Mr. Keely announced the yearly Legislative Breakfast meeting will be held on Saturday, April 24, 1999. Speakers at the event are Ron Gonzales and Ruben Barrales.

E. CITIZENS FORUM:

NONE

F. ADOPTION OF AGENDA:

MOTION to approve the Agenda for March 15, 1999.

M/S Stephens/Wang. Unanimous.

G. OLD BUSINESS:

NONE

H. NEW BUSINESS:

1.1 Election of Officers:

This item was motioned to be postponed to the May 17, 1999, meeting due to the absence of two Commissioners.

M/S Stephens/Wang. Unanimous.

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Stephens reported that the "big" Book Sale is scheduled for April 23-25, 1999. It will be held in the Community Room of the Library. Volunteers were being recruited for the event.

2. COUNTY LIBRARIAN REPORT:

Carol Jaech, representing Susan Fuller, reported that the February 1999, Joint Powers Authority meeting included an orientation for new board members. The JPA also supported

the JPA's Community Advisory Commission's (CAC) recommendation of fewer meetings during the year with the ability to call additional meetings as needed for timely issues. The CAC would need to update their by-laws to reflect these changes.

The County Librarian staff are working on the budget for the next fiscal year. To date, the budget figures will be the same as this current year.

Ms. Jaech was asked what the Library spends on hardback books. She responded that the Library receives about a 45% discount from its current vendor.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, reported that the circulation for January, 1999, was 110,000, making it the highest month ever. This steady increase has been occurring without an increase in book budget, hours, staffing, or facility size. He also reported that although the facility is pretty full, the staff would be adding additional shelving by rearranging the layout and having shelving go higher.

Mr. Cavallini also mentioned Library administration met with a consultant who would be sending information concerning work stations and a new bar-code system. Two separate work stations would be needed, one for books and one for videos (so videos would not become erased by remagnetizer). Two work station systems are being considered. Option 1 would be a system that could read and remagnetized the material at the same time, but staff would have to physically move each book individually. Option 2 would be a system with a fixed reader and a separate remagnetizer, but staff would not have to physically pick up each book. The new system and layout would assist in a quicker turn around time for the public's use of materials.

The Library has also hired seven new Pages. Turn around for these positions are due to changes in college schedules and a desire to change jobs. Many current Pages have a long employment history in their positions.

4. CITY COUNCIL REPORT:

None.

5. CITY STAFF REPORT

Recreation Coordinator Wilson announced some upcoming events sponsored by Milpitas Recreation Services: Milpitas

Community Concert Band would perform on Friday, March 25, 1999; 35th Annual Spring Eggstravaganza and Egg Hunt on Saturday, April 3, 1999; a follow-up community meeting Wednesday, March 31, 1999; and Fishing in the City on Sunday, May 23, 1999.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:38 p.m.

M/S Wang/Stephens. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, January 25, 1999**

MINUTES:

- . The meeting was called to order at 7:05 p.m. by Chairperson Keely.

B. ROLL CALL

Members Present: Robert Keely, Marian Ours, Margie Stephens,
Sonny Wang

Members Absent: Sen Fan

County Staff: Ed Cavallini, Susan Fuller

City Staff: Lynette Wilson, Recreation Services
Coordinator Patricia Dixon, City Council

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for November 16, 1998.

M/S Ours/Stephens. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

NONE

E. CITIZENS FORUM:

Council member Dixon forwarded a message to Ed Cavallini noting an update request for a publication.

F. ADOPTION OF AGENDA:

MOTION to approve the Agenda for January 25, 1999

M/S Wang/Ours. Unanimous

G. OLD BUSINESS:

NONE

H. NEW BUSINESS:

NONE

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Ours announced the next Book Sale will be held April 23-25, 1999. Assistance is requested for the event's set-up, with the advantage of having the first opportunity of reviewing sale items.

2. COUNTY LIBRARIAN REPORT:

Susan Fuller, County Librarian, explained that the City Managers Group has begun on-going discussions concerning alternative library fundings. All nine of the City Managers have attended with strong positive comments and ideas concerning the issue and some solutions. The Group's report is scheduled to be presented at the Joint Powers Authority (JPA) meeting in April, 1999.

Susan Fuller also reported that urban county libraries with property tax prior to Proposition 13 lost funding due to funding shifts to back-fill schools. Alameda County lost approximately \$9 million and Santa Clara County lost approximately \$6.5 million. The Santa Clara County Library system is looking into the cost involved to reinstate property tax funding levels prior to Proposition 13. The reinstatement of the funds would be requested from the State. It is unknown at this time if any City involvement would be requested.

Additional funding needs have come about due to the area's growth without an increase in funding levels. Dixon commented that surrounding school district bonds have been for Capitol Improvement and now for equipment needs. Milpitas is a prime example of growth through increased circulation, operational hours and public expectations.

Ms. Fuller stated that three cities in the system are in the process of the building program. They are working on the wording of a proposed Measure to ensure received funding would fund both Capitol Improvements and Operational needs.

Ms. Fuller also announced that an article in the recent "American Libraries" listed Santa Clara County as the 7th best library system in the United States. Contra Costa

newspaper also recognized Milpitas by publishing a complimentary article concerning Milpitas' success in a series of articles to build support in their community for a library.

Ms Fuller reported that the JPA's Citizen Advisory Commission would soon be making a decision as to their role and direction. The Commission presented a report to the JPA outlining their intention to hold fewer meetings, and to have their meetings be more focused on "hot" issues.

Chairperson Keely announced that Susan Fuller was named "Librarian of the Year" by the Library Journal. He distributed a copy of the journal for the Commission's review.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, reported that the library agreed to hire a Materials Handling and Space Consultant for recommendations on the conveyor belt system. One recommendation is for staff to use a mock system for a week prior to installment. The new system will help reduce the amount of books stored behind the check-out counter, transporting materials to the back room for processing and faster turn-around time. Mr. Cavallini also reported that the County will no longer charge patrons for placing items on reserve. This new policy has greatly increased the number of items being reserved.

4. CITY COUNCIL REPORT:

Council member Dixon stated a correction to an article in the Milpitas Post concerning the City Hall renovation project. The statement by Council member Bob Livengood did not have the Library as part of the renovation. The City Hall project is in Phase 1 of 3 Phases. (Phase 2 is the Library and Phase 3 is the Community Center). A work session will be held on February 9, 1999, with preliminary budget talks and expansion.

The committee is currently looking at replacing City Hall as is or relocating it to the pond area and tearing down the current building. The budget was approved at the last meeting. A Needs and Space Assessment has been done with staff, so they are currently looking at architects. The project is moving fairly quickly with the new building being in operation by the end of 2000 at the earliest.

Ms. Dixon noted that the City is in on-going discussions with Shappell to deed over easement for a parking garage. The project is targeted to have four floors. It would cost approximately \$18,000 per stall to build, but would serve as a great asset to the Library.

Chairperson Keely asked Ms. Dixon when the City would stop growing. Ms. Dixon responded that the City is working with the upcoming census to get a true number of population and growth projects. The next growth project would be the Main Street area.

Ms. Dixon mentioned another project currently underway is the Neighborhood Preservation Program in which staff is compiling information gathered at four community meetings, and is prioritizing items and cost. Staff are also preparing for the upcoming budget process.

5. CITY STAFF REPORT

Recreation Coordinator Wilson announced that the two vacant Recreation Program Coordinators have been filled: Youth and Teens, and Cultural Arts. She also reminded Commissioners of the City's Commissioners' Recognition Dinner which will be held on Thursday, February 18, 1999, at the Sheraton Hotel.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:50 p.m.
M/S Stephens/Wang. Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, November 16, 1998**

MINUTES:

- . The meeting was called to order at 7:02 p.m. by Chairperson Keely.

B. ROLL CALL

Members Present: Robert Keely, Sen Fan, Marian Ours, Margie Stephens, Sonny Wang

County Staff: Ed Cavallini, Julie Farnsworth

City Staff: Lynette Wilson, Recreation Services
Coordinator

C. APPROVAL OF MINUTES:

MOTION to approve Minutes for September 21, 1998, with a correction under Friends of the Milpitas Library Report. The last sentence should state that the inside book sale "exceeds the large book sales," not that it "almost equaled the large book sales."

M/S Ours/Stephens. Unanimous.

D. ANNOUNCEMENT/CORRESPONDENCE:

Commission requested an updated photo of the Commission be posted in the Library lobby. Commission also requested copies of the old photo currently posted.

E. CITIZENS FORUM:

NONE

F. ADOPTION OF AGENDA:

MOTION to approve the agenda for November 16, 1998

M/S Ours/Wang. Unanimous

G. OLD BUSINESS:

NONE

H. NEW BUSINESS:

NONE

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Ours reported that the October book sales brought in over \$3,000. Commissioner Ours also stated that the tables stored at the Milpitas Community Center were mixed in with the Community Center's tables and so they will be donated to the Community Center. The Friends of the Milpitas Library will purchase new, lighter tables for the Library's use.

Commissioner Stephens reported that the inside sale is still going strong. She is still seeking one to two volunteer assistants. The assistants would help with the sorting and boxing of books, two to ten hours per week. Council member Dixon stated she would announce it at the next City Council meeting.

2. COUNTY LIBRARIAN REPORT:

Julie Farnsworth, Deputy Santa Clara County Librarian representing Susan Fuller, County Librarian, reported on the

last Joint Powers Authority (JPA) meeting. Representatives from the Kids Group attended the October JPA meeting with a new issue of Librarians enforcing youth not logging into appropriate websites. The JPA stated that they would not required policing by staff. The Kids Group is very active in these issues. The JPA also discussed financial issues with building costs. The original plan in building funds does not match what is requested. The JPA decided that their first priority was the operation of libraries. The JPA would refer building policies to a City Manager's Group for alternatives and recommendations. Currently, the Building Policy funds one half (.5) square foot per capita (ABAG figures), but does not take into account financial impact, whereas, the Operating Fund factors in circulation, population and property values.

All libraries are on an equal basis, except Milpitas, Morgan Hill and Gilroy due to age and recent renovations, JPA will be looking at how funds will be re-distributed. The City Managers group will return in April with recommendations.

Santa Clara County libraries are doing well. Recent State statistics show that Santa Clara County's library system's circulation per capita is the highest in the State for any system serving 100,000 or more people. Milpitas has the highest circulation per square foot of any library in Santa Clara County.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, reported that although no additional staff or space is available, the Milpitas Library is offering more. Computers have helped in the offerings, but have also taken up space. A problem with additional computer use with staff is some physical problems with repetitive wrist motion. Staff is looking at reconfiguring worksites.

Mr. Cavallini also reported that City architects had previous meetings with City staff, City Council and Library staff to discuss needs of the Civic Center.

As far as youth viewing inappropriate websites, Mr. Cavallini reported that there have been no problems brought to his attention to date. There was a youth who pulled up a site not knowing what it was, but walked away from it.

4. CITY COUNCIL REPORT:

Following up on the Civic Center discussion, Council member Dixon reported that the original discussion concerned City Hall, but evolved to include the Civic Center. Part of the discussion included working with Shappell on a parking structure. The parking structure project would be expensive at approximately \$10,000 per space. Along with City Hall, improvements to the Library, and expanding the Community Center to include a theater were discussed. Dixon stated that the project is moving ahead quickly and the subcommittee of architects and City staff meet regularly.

Council Member Dixon also announced that Greg Larson, City Manager, would be back December 1, 1998, and June Catalano, Assistant City Manager, had done an excellent job in his absence.

Other events mentioned taking place recently, or in the near future, are the Bridge Apartments, Great Mall of the Bay Area, McCarthy Ranch and Ranch 99 area. Earlier in the day, the ground breaking for the Bridge Apartments (Monte Vista) took place. This complex will contain 306 units, with 103 dedicated as affordable housing. A waiting list of over 1,500 applicants already existed. Focus group meetings would soon be held for the proposed renovation of the Great Mall of the Bay Area. The focus groups would provide feedback on the Great Mall's request for a much taller tower with a revolving restaurant. The new theater complex at the Great Mall is to begin groundwork in January. Irvine Company at McCarthy Ranch were building 18 buildings for their campus. Traffic changes would be required for McCarthy Ranch access with the addition of these facilities. The new Ulfert's Center (next to Billing's Chevrolet) opened on November 15, 1998.

5. CITY STAFF REPORT

Recreation Coordinator Wilson announced that Veteran's Day Ceremony was held November 11, 1998. The Tree Lighting Ceremony and Community Sing-Along would be December 3, 1998, in front of City Hall, and the City was conducting a series of Community Meetings on November 12, 1998, November 18, 1998, November 19, 1998, and December 2, 1998, to get feedback from the community on their neighborhoods.

Ms. Wilson distributed the updated list of Local Officials.

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:55 p.m. M/S Wang/Fan.
Unanimous.

Respectfully Submitted,
Lynette Wilson

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Monday, March 16, 1998**

MINUTES:

- . The meeting was called to order at 7:05 p.m. by Chairperson Keely.

B. Members Present:

Robert Keely, Sen Fan, Marian Ours, Sonny Wang (7:07 pm)

Members Absent: Margie Stephens

County Staff:

Ed Cavallini,
Susan Fuller, County Librarian

City Staff:

Bonnie Greiner, Recreation Services Supervisor
Lynette Wilson, Recreation Program Coordinator

Patricia Dixon, City Council

C. APPROVAL OF MINUTES:

M/S Ours/Fen Unanimous

D. ANNOUNCEMENT/CORRESPONDENCE:

Bonnie Greiner introduced Lynette Wilson as the new City Staff Liaison to the Library Commission.

Chairperson Keeley announced the Silicon Valley Library System Advisory Board's bus tour would be on Saturday, March 28

E. CITIZENS FORUM:

Lou DeSoto read a letter to the Commission concerning a marble statue of a child reading from Bonnie and Bill Smith, Jr. Ms. DeSoto would like to present the statue as a gift to the Milpitas Library for display. Ms. DeSoto requested a written letter of acceptance for the gift with the criteria of its care; the statue be

under protective cover; and it be returned to Ms. DeSoto when not on display.

Sara Coronado, Young Adult Librarian, requested 2 teens from Youth Advisory Commission be appointed to the Library Commission. Ms. Coronado is working on a homework center for the Library and the Youth Advisory Commission liaisons would be beneficial to the project.

F. ADOPTION OF AGENDA:

MOTION to approve the agenda for March 16, 1998

M/S Ours/Fen Unanimous

G. OLD BUSINESS:

NONE

H. NEW BUSINESS:

NONE

I. OTHER BUSINESS:

1. FRIENDS OF THE MILPITAS LIBRARY REPORT:

Commissioner Ours announced that the next book sale will be held the last week of April with the Early Bird specials on that Friday.

Commissioner Ours announced that because the Friends of the Library and Friends of the Reading Program both have their accounts at Citibank, the bank has had difficulty tracking deposits. The Friends of the Reading Program are being requested to get a deposit stamp for their check deposits.

2. COUNTY LIBRARIAN REPORT:

County Librarian, Susan Fuller, reported that the Joint Powers Authority (JPA) Task Force formed to deal with internet access is working on options and recommendations.

Ms. Fuller announced that the County is working on its budget. They have lost their budget person, but hope to have the position filled by the end of April. She also mentioned the possibility of potential labor issues. The Board of Supervisors have recognized a labor union for Pages (part-time, hourly employees), which could have a significant impact on the budget. Negotiations are to begin soon.

3. COMMUNITY LIBRARIAN REPORT:

Ed Cavallini, Community Librarian, indicated that the Library has been very busy. Last year's circulation was 99,329 and expects this year's to be over 1 million. The high circulation was reached without additional staff, space, or hours.

The Library has held many cultural arts exhibits over the months cultures including Indian, Chinese's, Black history month, and the senior population. The events have stimulated many new library patrons and card applications for the Library. There have been many positive comments concerning the different looks in the Library.

Council Member Dixon asked about the timeframe and feed back of the events, and Mr. Cavallini stated that the time frame on advance notice is somewhat tight, and he only received one complaint questioning the African dance event's location at the library.

4. CITY COUNCIL REPORT:

Councilmember Patricia Dixon stated that to date, the City has had \$2.5 million in flood damage, and is looking for partial reimbursement from FEMA.

The City is in prebudget workshops . The new Finance software programs are up and running, and is driven by a CPA Finance team. The City will be looking at a \$45 million budget. Councilmember Dixon stated that she would distribute information on the bus tour to City Council.

5. CITY STAFF REPORT

Supervisor Greiner distributed the new list of Local Officials. She also announced the Milpitas Alliance for the Arts, March 28 Gala Celebration, and the upcoming events the Recreation Services was holding: Milpitas Community Band Concert March 27;; Rainbow Singers Concert, April 3; Spring Eggstravaganza Egg Hunt, April 11; Fancy Dancers dance show, April 17-19; Calaveras Repertory Theatre production, April 20-May 16; Golden Gate Boys Choir and Bellringers, May 2.

A new Library Commission photo will be taken at the next meeting on May 18

J. ADJOURNMENT:

MOTION to adjourn the meeting at 7:50 p.m. M/S
Ours/Wang Unanimous

Respectfully Submitted, Lynette Wilson